



## Job Announcement

### Public Policy Administrative Assistant Voters Organized to Educate (VOTE)

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Location: New Orleans, Louisiana or  
Baton Rouge, Louisiana

Reports to: Executive Director

Closing Date: February 9, 2018

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#### About Voters Organized to Educate:

“Voters Organized” is a 501(c)(4) non-profit organization focused on the importance of people’s collective power to create change. Working with organizations and individuals that believe in the principles of social justice and equality, Voters Organized impacts elections and legislation in Louisiana.

Voters Organized incorporates the wisdom of our allies fighting for sustainable housing, education, employment, and the environment. We draw significantly on the policy expertise of our sister organization, Voice of the Experienced (VOTE), the leading grassroots force for changing Louisiana’s 50th-ranked criminal justice system.

About the Position: Under the direction of the Executive Director and working closely with the Communications Coordinator and Public Policy team (including Senior Public Policy Counsel, Field Director, and Deputy Director) the Public Policy Administrative Assistant is responsible for maintaining internal communications, preparing materials for meetings and hearings, coordinating with allies, updating materials, and related research. The Administrative Assistant ensures the implementation of overall strategy, with strict attention to detail.

#### Duties and Responsibilities:

- Maintaining internal tracking of state legislation and local ordinances, including project timelines for support and opposition, and producing key summaries for communications and development staff;
- Updating the “Bill Tracker” for allies and public information;
- Monitoring other states and federal criminal justice policy activities;
- Coordination and admin support for policy team, including allies throughout Louisiana;
- Tracking legislative voting records of public officials;
- Providing support for meetings, including technical and note-taking;
- Providing support for multiple local ordinances in multiple cities;
- Light research, as needed;

- Support hosting community events, such as forums and rallies;
- Other duties related to administrative support as assigned and determined by the Executive Director and Policy Team

Desired Qualifications and Skills:

- Proven track record in administrative tasks in a non-profit organization;
- Be proficient in computer-assisted research,
- User-level comfort using Windows, Google docs, databases, WordPress, and Microsoft Office;
- Excellent written and oral communications skills;
- Strong time management skills;
- Excellent customer service skills;
- Ability to work well with diverse individuals and balance a variety of needs;
- Flexibility in communications and collaborations to account for various educational and cultural differences;
- Commitment to the mission of Voters Organized;
- Effective problem solving skills

Desired Experience/Education:

- Voters Organized to Educate values the experience gained by those who have confronted the challenges of incarceration, including familiarity with policies and practices used by courts, jails, prisons, and structural discrimination in (among other things) housing, education, employment, immigration status, and voting.;
- Bachelor's degree, or relevant experience, required;
- Previous interaction with legislative and/or political process.

Location and Time:

This position may be filled from either New Orleans or Baton Rouge office, with some travel between the two, and is a 40 hour per week full time position.

Compensation:

\$35,000 with full health insurance plus paid time off.

How to Apply:

To apply, please send cover letter, resume, and professional references to Belinda Fly, HR Coordinator at: [Belinda@WeAreFLOSS.org](mailto:Belinda@WeAreFLOSS.org)

VOTE is an equal opportunity employer strongly committed to hiring and retaining a diverse staff. Formerly incarcerated people are encouraged to apply.