



**Native Peoples Action Community Fund and  
The Alaska Center Education Fund**

**Voter Engagement Specialist Job Description**

*Statewide positions available -- Based in rural Alaska --Covid-safe*

We are looking for passionate, socially confident, reliable individuals to be advocates and champions for issues of social justice. This is a temporary seasonal position that will run from approximately September 1 to mid-November and will focus on ensuring safe, secure access to voting in upcoming elections.

Voter Engagement Specialists will work with a statewide team of advocates to interact with Alaskans to encourage voter participation in the upcoming election. Partners in this project include Native Peoples Action Community Fund and the Alaska Center Education Fund, and Voter Engagement Specialists will be employed by The Alaska Center. Work will be conducted following all CDC guidelines and many tasks will be completed by phone and computer from home or an office. *Technology stipends and all necessary PPE will be provided.*

Individuals that have a close tie to their community, Alaska's cultures and way of life are encouraged to apply. This position will support the needs of Alaska's diverse communities and specific work plans will be tailored to each region and be developed with local input. This position provides great career-building opportunities in social change movements.

Duties Include (but are not limited to):

- Making phone calls, texting and sending emails to educate Alaskans on timely and important issues that impact their health, well being and rights to their culture - including safe and secure voting opportunities;
- Developing relationships and supporting volunteers who are interested in supporting our projects;
- Recording accurate data, and working with their supervisor to ensure quality and accuracy;
- Being flexible, as we are operating in changing and unknown times.

The ideal candidate would:

- Have experience working with community members or doing direct outreach, like organizing or volunteering at events, participating in community activities or making phone calls
- Have excellent intrapersonal skills
- Be independent, accountable and honest
- Have ability to work remotely
- Be flexible in responding to changes in community needs
- Have experience working with technology and/or data entry

The salary is dependent on experience and starts at \$20 to \$25 an hour. Work hours would generally be Sunday - Thursday 2:00pm - 7:00pm but are subject to change. Full time positions will also be available. Positions are open until filled. You must be 18 years of age or older to apply for this position.

To apply, email a cover letter and brief resume to Carly Wier at [alaskacarly@gmail.com](mailto:alaskacarly@gmail.com). Please feel free to reach out with any questions by sending an email or send a text to 719-293-1202 to schedule a time to talk.