



Western States Fellow Job Description

Organization: Vote Run Lead (VRL) and Vote Run Lead Action (VRLA)
Location(s): Remote
Salary Range: \$30.53 per hour
Department: Political

ORGANIZATIONAL BACKGROUND

[VoteRunLead/VoteRunLeadAction](#) (VRL/A) are national, nonpartisan, civic leadership organizations committed to training anti-racist, feminist leaders who support democracy reform and representative government. We use training, technology, and community to create large-scale impact on women and gender expansive people's representation, to fuel their ambition for political leadership and close the knowledge gap around civic engagement.

Our mission is to unleash the political power of women and gender expansive people as voters, candidates and leaders to create and sustain an equitable democracy. Our vision is nothing short of a country where women and gender expansive people are the majority of office holders at every level of government, forging the democracy we deserve.

Launched in 2014, VRL/A was founded with the central tenet that at every level of government, more women's representation means greater impact and efficiency. Leveraging our award-winning **Run As You Are** curriculum, VRL/A trains women and gender expansive people to run for office, and win. To date, VRL/A has worked with over 55,000 women – nearly 60% of whom are women of color and 20% of whom are from rural America. Alumni are proudly serving on city councils, county boards, state houses, supreme courts, and in Congress.

Today, VRL/A has grown six times since its founding. With a deepened commitment to transform the leadership of our public offices, VRL/A has implemented the **Run/51 Project**, a moon-shot goal of gender parity in all 50 state legislatures. RUN/51 is now the primary focus of VRL/A's programming.

OVERALL FUNCTION

The Western Region is comprised of State Directors in New Mexico, Oregon and Washington, and the Regional Head, West who oversees Arizona, Colorado and Nevada. The Western States Fellow will provide support and be a contributing team member of the Western States Team. This role will research and the draft state specific resource guides, be a pivotal partner in finalizing political content for Vote Run Lead Action's Women to Watch Voter Guide for the 2024 General Election and provide critical administrative support to the team for 2024-25 program planning and trainings. The Western States Fellow will report to the Regional Head, West.

KEY RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Provide Western Region data support:
 - Ensure regional and state-level metrics are properly tracked.
 - Review data for trends, monthly.
 - Pull state-specific statistics for presentations.
 - Maintain ActionBuilder with regional data collection, tracking, and timely updates.
- Research state-specific processes and procedures within the Western Region.
- Author, edit, and review collateral for external distribution, including:
 - Best practice documents for the [VRLHQ](#).
 - [Women to Watch](#) Voter Guide for 2024 General Election.
- Assist Western State Directors with planning and preparation for 2024-25 state and local programming and training events.
- Participate in and/or facilitate meetings both inter- and intra-departmentally and in a weekly 1:1 with the Regional Head, West.
- Represent VRL/A with external stakeholders through calls with VRL/A consultants, partner organizations, and in-person at VRL/A program and training events throughout the region.

QUALIFICATIONS

- Must live in one of the Western Region states: AZ, CO, NV, NM, OR, WA and available to work 15-20 hours per week Pacific or Mountain Time. There is potential for travel within the region.
- A working understanding of the unique political, social, and cultural dynamics within the Western region.
- A deep commitment to diversity, equity, inclusion, and belonging with the ability to work collaboratively with individuals from diverse backgrounds and cultures.
- Passionate about effectively advocating for gender equality, women's rights, and the inclusion of gender expansive individuals in public and policy settings.
- Strong organizational skills, meticulous attention to detail, and the ability to prioritize tasks and meet deadlines.

- Excellent communication, writing, and proofing skills.
- Ability to work in and adapt to a team-oriented virtual environment.
- Goal-setting and self-motivated mindset, with the self-discipline to work remotely and own projects, driving them to completion.
- Enthusiasm and a positive attitude.
- Willingness to learn even when being challenged.
- Sense of humor.

Nice to have skills:

- Past work or volunteer role(s) in politics or a politically related position, such as organizing for a community, electoral, or issue advocacy campaign.
- Working proficiency of the Microsoft Office 365 Suite.
- Experience working remotely.

TO APPLY: Complete the two steps below.

- a. Fill out this form – [link here](#).
- b. Email your resume to: fellowapplications@voterunleadaction.org