



Job description | Voter Registration Quality Manager

New Era Colorado Foundation and New Era Colorado Action Fund are seeking a full-time Voter Registration Quality Manager to lead an organized, consistent, and high quality form processing operation for all of New Era's voter registration forms.

We're organizing year-round to build political power for young people in Colorado, which includes our work running one of the largest young voter mobilization programs in the country. In this role, you will manage the forms collected through our voter registration programs. You'll ensure that our voter registration efforts are meeting the highest standards of quality, integrity and accuracy—all of which ensures that the voters we register in the field are able to make their voices heard at the polls. This individual will execute an airtight processing system and quality control process on the backend of our voter registration drive to ensure we process our forms on a daily basis according to our internal workflows, maintain detailed records, and meet tight form processing and mailing deadlines on a regular basis. Working closely with our field organizers and managers, you'll ensure we have flawless post-form collection procedures, data integrity, and accurate counts. You must be highly organized, very detail oriented (seriously), and able meet tight deadlines while maintaining calm. A deep commitment to progressive values and to advancing diversity, equity and inclusion through and within our organization is a must in this position. If you're excited about all of the above and you can manage many intricate workflows, come work with us!

This person will be reporting to New Era's Data Manager. The ideal candidate for this position will be able to coordinate and manage a quality control team expected to grow in the early fall.

About New Era

New Era Colorado is working to reinvent politics for young people, mobilizing and empowering a new generation to participate in our democracy to make Colorado a better place for everyone. We register and turn out thousands of young voters every year, we work on issues like election access, economic justice, abortion rights and climate change, and we train hundreds of young leaders to create change. We've registered more than 150,000 young voters, passed policies like online voter registration, won ballot measure campaigns, given out more than 60,000+ buttons that say "Vote, F*cker" on them (good, right?), and made two viral videos ([This Is Why We Vote](#); [Campaign for Local Power](#)). Our team is deeply dedicated to social change, and takes the work very seriously—but not ourselves. We'll never miss an opportunity to get a zoomed-in screenshot of you making a weird face in a group photo. We truly believe in the power of young people. Get to know us: [Our website](#) | [Our Facebook](#).

Job Responsibilities

- **Form processing** | All voter registration forms are processed and mailed in a timely and highly organized fashion. You sort voter registration forms by county and mail them all to the appropriate county clerk. You conduct visual inspections of form accuracy and keep accurate records of mailings.
- **Manage daily quality control system entries and uploads** | Voter registration forms are uploaded into our quality control software daily. Your process is highly streamlined so that the strict deadline is always met and hardly ever frantic.
- **Maintain high caliber data collection** | Our systems ensure that our voter registration drive is accurately registering voters and maintaining the highest standards of integrity, form completion, and data quality. Any cause for concern (including repeat mistakes by organizers) is investigated and documented, and all records are properly uploaded into our quality control software, and stored securely.
- **Coordinate other members of the team to help as needed** | When form collection gets busy, you know how to delegate tasks to make sure everything gets done. You work closely with organizers to ensure timely delivery and transfer of forms.
- **Provide regular feedback to organizers** | You are in constant contact with Field Team about form quality to ensure that New Era hits the highest standard possible.

What We're Looking For

- **Highly organized (seriously) self-starter who shows serious initiative**, with ability to effectively manage and fully own projects with many moving parts to produce high-quality results in a timely manner with 100% follow-through. You have excellent planning, prioritization and time management skills, and demonstrate an ability to think several steps ahead to anticipate and prepare for challenges. You probably read productivity blogs for fun and are constantly thinking about efficiency.
- **Deep commitment to New Era's mission and to advancing diversity, equity, and inclusion through and within our organization.** A determination to engage young people in tackling the issues facing our generation, including economic and racial justice, climate change, and reproductive justice. A serious passion for increasing young people's participation in our democracy—especially our elections—is an absolute must.
- **Demonstrated skill and experience in managing details.** You know your way around a spreadsheet, you notice patterns quickly, and just as quickly develop strategies to improve. You are able to manage all aspects of the data collection and storage process without losing track of any pieces. Spreadsheets are nothin' new to you.
- **Work style that is flexible, respectful, collaborative and nimble;** brings a commitment to maintaining a supportive, empowering culture. Positive and solutions-oriented—we need people who can celebrate the great things we have, spot where we can improve, and come up with specific ways to make those changes happen.

Position details

This is a full-time position ending late September, with the opportunity to extend through early November. This position is based out of New Era's Denver office (which is actually a cozy little house), reporting to the Data Manager. New Era provides a comprehensive benefits package, including medical and dental coverage (with 75% of the premium covered by the employer), paid sick and vacation time, and enough pizza during election times to make you stop liking pizza for a few months. Salary range is low to high 30s annualized.

Our tentative start date is February 26th—so hurry on over!

To Apply

Please email your resume and cover letter as a single PDF attachment (all of those documents in one single PDF) to qualitycontroljob@neweracolorado.org, to the attention of Kane Klipka. In your cover letter, please include why you want to do this job in particular at New Era and how you found out about the position. This position will be open until filled and will be removed from our website once it is filled (if the posting is still up, you can and should still apply!). No phone calls please.

New Era Colorado Foundation and New Era Colorado Action Fund are equal opportunity employers. We welcome applications from all, and strongly encourage women, people of color, people with disabilities, immigrants, refugees and members of the LGBTQ community to apply.