



Position: Policy & Communications Manager

Reports To: Executive Director, Deputy Director

Please note: Must be able to meet on occasional evening and weekend hours, specifically during the election cycle. Must have the ability to commute statewide: driver's license needed and personal vehicle strongly preferred.

Status: Full time exempt, plus health care and standard benefits. Compensation commensurate with experience.

About us: MassVOTE is a nonpartisan, nonprofit organization working to advance voter participation and fair elections through its legislative advocacy and voter participation work. Our work aims to promote a culture of active political participation by providing individuals, local community groups, and civic organizations with the tools they need to get their communities educated, activated, and participating.

Overview of Position: The Policy & Communications Manager will establish and maintain messaging of MassVOTE's short-and long-term goals of voter engagement and voting rights issue-based advocacy. The ideal candidate will have a proven ability to work effectively in a team-oriented, multi-issue environment with overlapping short-term and long-term deadlines; attention to detail; strong writing, interpersonal and organizational skills. Interest in community advocacy and legislative affairs is necessary, as well as experience working with Massachusetts advocacy groups, legislators, and other elected officials.

Responsibilities include:

- Developing and implementing the legislative agenda utilizing appropriate strategies and tactics; advocating with members of the legislature, their staff, and the Governor's office; analyzing and tracking legislation
- Managing and growing MassVOTE's online advocacy and supporter list, social media audience and website presence
- Participating in legislative interim activity, attending legislative hearings and participating in policy-related workgroups, coalitions, and meetings
- Preparing written materials, including action alerts, talking points, issue briefs, reports, op-eds, and website updates, in collaboration with other staff members
- Developing a communication and media strategy plan.
- Leading and collaborating with our Executive Director, Deputy Director, and other staff to develop high-quality policy analysis and research and identify opportunities for advocacy that supports MassVOTE's mission.
- Analyzing white papers, laws, publications, briefs, case studies and monitoring proposed policy efforts at the local, state, and federal level that will impact our mission
- Drafting press releases, fact sheets/talking points, and maintaining relationships with media
- Interacting and communicating with partner organizations and stakeholders on MassVOTE's advocacy agenda
- Helping maintain relationships with elected officials, election stakeholders, and community partners to further promote the goals of MassVOTE



Minimum Qualifications:

- Strong presentation and communication skills, as well as organizational skills and the ability to follow up and meet deadlines
- Experience using different media channels to deliver program and marketing content
- Experience working with diverse communities, open to the ability to build trusting relationships with people from a range of experience, background, and abilities
- Experience working with State House elected officials and staff
- Ability to communicate professionally and diplomatically
- Transferable knowledge and experience from working with diverse communities, youth, new citizens, nonprofits, and familiarity with voting and elections
- Technical skills: Microsoft and Google suites, Voter Activation Network or similar online organizing database and platform, basic web and graphic design, Salsa or Salesforce preferred
- Strong team player with a willingness to engage in various activities as needed as well as take initiative
- Willingness to be an avid learner and ability to seek resources to advance personal and organizational development
- College degree in Political Science, Government, Communications, or a related field, or equivalent professional experience

To Apply:

Please send a brief (no more than 3-4 paragraphs) cover letter, resume, and references to Tegan George, Deputy Director, at info@massvote.org. In your cover letter, please give one example of an activity you've done or interest you have related to voting and voting rights. The application deadline is rolling, but interested candidates should submit applications before November 1 in order to receive priority status.

MassVOTE is an Equal Employment Opportunity organization and actively seeks a diverse pool of candidates, as well as candidates with experience working with diverse communities.