

# RIVERSIDE NAACP

## VOTER REGISTRATION CANVASSER

### **PURPOSE OF JOB**

- To assist the Riverside National Association for the Advancement of Colored People (NAACP) with the door-to-door canvass for the purpose of registering African Americans to vote in the cities of Riverside, Moreno Valley, and Perris. You will be required to visit all properties you are assigned and make attempts to register them to vote.

### **JOB ACTIVITIES**

- Visiting properties within a designated area where there is no one registered, to confirm the property's void status, or, where occupied, to encourage eligible persons complete voter registration forms.
- Visiting properties to engage with householders and/or individual electors, who have been sent registration forms, to explain the available channels by which householders and/or individual electors may choose to provide the required voter information and to assist as necessary. Offering advice and assisting the public with the completion of voter registration forms ensuring they are fully completed.
- Ensure any information which is obtained directly, is at all times, kept confidential and secure.
- Delivering an envelope pack containing an explanatory letter.
- Recording information about status of properties and time of visit.
- Sorting completed forms as directed by the Electoral Registration Office staff.
- Where no contact is made, to accurately record details of the outcome of the visit, and date and time visited.
- Undertaking any other office-based general clerical duties as necessary.

### **RESPONSIBLE FOR**

- None.

### **DECISIONS MADE**

- When to refer matters of concern to an Administration Manager/Officer.
- Monitor personal workload and prioritize tasks, as required.
- Within guidelines, determine if electors are eligible to register.

### **SUPERVISION RECEIVED**

- The Electoral Registration Canvasser shall form part of a Registration Team. This Team shall be under direct and constant day-to-day control, supervision and guidance of an Administration Manager/Officer.

### **QUALIFICATIONS**

- Excellent communication and literacy skills are essential.

### **EXPERIENCE**

- Must be able to demonstrate excellent communication skills with particular regard to dealing with members of the public.
- Previous experience as an Electoral Registration Canvasser or similar is desirable but not essential.
- Experience of operating computer systems and knowledge of Microsoft products i.e. Word and Excel is desirable.

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### **COMPLEXITY**

- Knowledge of who is eligible to register as an elector.
- The post holder must be adaptable to changing priorities.

### **GENERAL**

- Working on your own, but co-operating with colleagues within the Electoral Registration office when collecting and returning completed work.
- Engaging with householders and/or individual electors with a view to obtaining the required information.
- Ensuring that confidentiality is respected and maintained at all times.
- Accurately recording details of the outcome of visits
- Complying with procedures and policies outlined by the Electoral Registration Officer relating to equal opportunities.
- This job outline reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

### **SPECIAL CONDITIONS**

- Ability to remain professional when dealing with members of the public.
- Physically demanding post as duties will involve significant walking and climbing stairs.
- Any other duties pertinent to post.

### **COMPENSATION**

\$10 - \$12 per hour

**Please send resumes to:** [coreyajackson@gmail.com](mailto:coreyajackson@gmail.com)