



The National Vote at Home Institute Policy Associate

Under the general direction of the National Policy Director, the Policy Associate is responsible for supporting the policy goals of the National Vote at Home Institute (NVAHI), including the design and implementation of mail ballot policies and procedures nationwide. The Policy Associate is responsible for internal data capture and interpretation in a shifting policy landscape and will also contribute heavily to data analysis and strategy decisions that the data informs. As an entrepreneurial and growing nonprofit, NVAHI seeks an energetic, flexible, and creative team member to help us grow our impact.

Responsibilities

- Monitor mail ballot and general election policy across all 50 states
- Maintain and optimize internal processes for tracking legislation, policy, litigation and rule changes
- Assist with policy and research design
- Represent NVAHI on local, regional, and national partner calls as assigned
- Initiate and manage communications with elected officials and staff
- Create and assist with dissemination of policy analysis and talking points
- Coordinate with other departments for external communications and policy implementation strategies
- Present the NVAHI model of elections to various groups in person or virtually
- Attend staff calls, organize follow ups and other administrative duties as assigned

Desired Skill Set

- Very strong written and verbal communication skills
- Strong research skills, data analysis experience a plus
- Familiarity with legislative processes and intergovernmental relations a plus
- Ability to ask good questions and seek creative solutions to problems
- High proficiency with Office and Google suites required
- Interest in and understanding of broad election reforms

Compensation & Location

NVAHI is hiring to fill this capacity as a full time employee. The compensation range for this position is \$45,000-\$60,000/year depending on experience. This position is remote and requires a personal computer, phone, and access to the internet. Future travel opportunities are anticipated, but not required or guaranteed.

About the Organization

The mission of the National Vote at Home Institute (NVAHI) is to make sure every voter gets to participate in a safe, secure, accessible and equitable elections. NVAHI is the nation's leading

VOTE HOME

organization on the research, policy, and implementation of mail ballot elections. NVAHI is a national, nonpartisan, nonprofit organization that is designing election systems that prioritize security while putting voters first. In the face of coronavirus, it is more vital than ever to expand the vote at home policies of every state, to ensure the fair participation of voters across the country.

The National Vote at Home Institute is a staunch supporter of equality and inclusiveness and we encourage applicants from all backgrounds. We do not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, disability, age, military or veteran status, or any other characteristic protected by law.

To learn more about National Vote at Home Institute, visit their website at: voteathome.org

For those interested in applying, please send a resume, cover letter, and references to National Policy Director Audrey Kline at audrey@voteathome.org with subject line "Policy Associate".