



# Jewish Democratic Council of America

## *Jewish Democratic Council of America Executive Fellow*

The Jewish Democratic Council of America (JDCA) is recruiting college students and young professionals for a paid fellowship program supporting our 2024 efforts to re-elect President Biden and other Democrats who share our values. The Executive Fellowship will begin in the spring and predate JDCA's Organizing Fellowship Program, which will begin in the summer and through the November election.

Executive Fellows will support the Outreach Department's organizing efforts – with an emphasis on mobilizing and engaging younger voters – while developing skills and knowledge in direct voter contact, digital organizing, relational organizing, data management, and volunteer recruitment and management. Executive Fellows will also have the opportunity to oversee a group of Organizing Fellows and will manage fellows in partnership with JDCA's Outreach staff. Fellows will work remotely.

Executive Fellows will report to JDCA's Youth Voter Engagement Manager, JDCA's Outreach Manager, and JDCA's Director of Outreach and Partnerships.

### Objectives & Responsibilities:

**Organizing:** Executive Fellows will be trained with the necessary skills to organize voters and volunteers in a specific state or group of states. They will work in conjunction with JDCA's staff and state chapters to strengthen volunteer engagement and increase voter contact rates in their state. Executive Fellows will recruit volunteers, including students, to participate in canvassing, phone banks, text banks, in-person and virtual events, and other JDCA volunteer opportunities. Finally, Executive Fellows will work with both Jewish and youth organizing groups on college campuses and in the community, and in some states will participate in coalition activities with the America Votes table.

**Management and recruiting:** Executive Fellows will begin in April 2024, assisting JDCA staff identifying and recruiting additional fellows, and will help onboard and manage a group of fellows as they engage with voters and volunteers, as well as serve as a point of contact for relevant stakeholders.

**Leadership Development:** The objective of the fellowship program is to equip the next generation of Jewish leaders with the necessary skills to advocate for our Jewish, pro-Israel, and Democratic values. JDCA will provide leadership and development training, staff support, educational and networking opportunities, access to organizing tools and technology, and other resources to support fellows in advancing JDCA's mission and their careers.

### Experience & Qualifications

- Self-starter and creative problem solver with strong organizational, interpersonal, and communication skills.
- Superior time-management, presentation, and communication skills, attention to detail, and multi-tasking abilities.
- Ability to meet ambitious goals.
- The following skills and experiences are preferred, but not required, to be successful in this role:

- Political organizing and/or volunteering on political campaigns
- Volunteer Management, including training volunteers on canvassing, phone banking, and texting
- Developing organizational partnerships/coalition-building
- Working with election-based databases and event organizing platforms, such as NGP EveryAction, and/or Votebuilder and Mobilize.
- Commitment to the election of candidates who share Jewish and Democratic values.

**Requirements:**

- The Executive Fellowship will commence in April 2024 and end shortly after the November 2024 Presidential elections. Current students are expected to work approximately 20 hours per week but will not be allowed to exceed this number during the school year. Full-time fellows should expect to work approximately 35 hours per week.
- Participate in onboarding training to develop key organizing and management skills for the election cycle.
- Must have access to a reliable computer, internet access, and cell phone.

**Compensation:**

- Compensation for this position is in the form of a stipend of \$1800/month.

**To apply:**

- Please send your resume to [outreach@jewishdems.org](mailto:outreach@jewishdems.org) with the subject line “Executive Fellowship.” Interviews will be conducted on a rolling basis.