

Job Title: Phone Banking Representative**Job Description:Phone banker****Apply here :** <https://forms.gle/dDkA9ANZokzF4asJ8>**Location : Remote****Hours weekdays 4-8PM Weekends, 11am-4pm**

We are seeking a motivated and enthusiastic individual to join our team as a Phone Banking Representative. In this role, you will play a key part in our outreach efforts to engage with community members, promote voter participation, and advocate for civic engagement.

Responsibilities:

- Conduct outbound calls to community members to provide information about voter registration, upcoming elections, and voting procedures.
- Engage in meaningful conversations with individuals to address questions, concerns, and barriers to voting.
- Provide accurate and clear information about voter eligibility, registration deadlines, polling locations, and absentee voting options.
- Utilize a scripted approach while also adapting communication style to effectively connect with diverse audiences.
- Document and track call outcomes, including voter registrations, requests for absentee ballots, and voter education materials sent.
- Maintain confidentiality and adhere to data protection regulations while handling voter information.
- Collaborate with team members to achieve outreach goals and support campaign initiatives.
- Contribute feedback and insights to improve phone banking strategies and outreach techniques.
- Represent our organization professionally and positively reflect our mission of promoting civic participation and voter engagement.

Qualifications:

- Excellent verbal communication skills and a friendly, engaging demeanor.
- Strong interpersonal skills with the ability to build rapport and establish trust over the phone.
- Attention to detail and accuracy in documenting call outcomes and voter information.
- Basic computer proficiency and familiarity with data entry software.
- Commitment to upholding ethical standards and maintaining confidentiality.
- Prior experience in phone banking, customer service, or community outreach is preferred but not required.
- Passion for civic engagement and promoting voter participation among diverse communities.

Join us in making a difference by empowering individuals to exercise their right to vote and contribute to a more inclusive democracy. If you're passionate about civic engagement and ready to make a positive impact, we want to hear from you!

PROJECT is a fiscally sponsored project of NEO Philanthropy, a 501(c)(3). NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status

To apply, please submit your resume and a brief cover letter outlining your interest in the position and relevant experience. <https://forms.gle/dDkA9ANZokzF4asJ8>