

Action Together NEPA Voter Contact Canvasser

The Action Together NEPA (ATNEPA) Voter Contact Canvasser (hereinafter referred to as the “Canvasser”) is responsible for contacting registered voters in person to mobilize and get out the vote, as well as responsible for registering potential voters. This is a temporary position through November 3rd, 2026, contingent upon funding. This Canvasser reports to the Field and Civic Engagement Manager.

DETAILS

- **Job Location:** Luzerne County, Lackawanna County, Northampton County, Monroe County, and other locations in Central and Northeastern PA. Canvassers may be required to occasionally work in the Action Together NEPA World Headquarters in Wilkes-Barre, PA [30 E. Northampton St. Wilkes-Barre, PA 18701].
- **Position Type:** Temporary, Full-Time.
- **Classification:** Non-Exempt.
- **Requirements:** Must be at least 18 years of age, have basic smartphone/tablet literacy, have your own smartphone or device with up to date browser and operating system, must have your own transportation, and must have access to MiniVAN and Slack applications on your smartphone or device. Training will be provided.
- **Rate:** \$20 to \$25 per hour, up to 45 hours per week. Any hours in excess of 40 hours in one calendar week must be approved in advance by the Field and Civic Engagement Manager. As nonexempt employees, Canvassers are eligible for overtime for hours worked over 40 in a workweek.

RESPONSIBILITIES

- In-person contact with voters or potential registrants using assigned script.
- Meet assigned goals associated with metrics on a daily and weekly basis.
- Report daily on quantitative and qualitative metrics to ensure timely and accurate data entry and reporting.
- Record all data using the MiniVAN application, including adding notes.
- Communicate with staff and other canvassers using Slack.
- Attend regular debriefs, both in-person and virtual.
- Attend training on voter contact tactics, program goals and strategy, and issues and policy.
- Submit regular timesheets for work completed.
- Perform additional duties, as assigned.

EXPECTED HOURS OF WORK

Canvassing will take place between the hours of 11am-8pm daily. Canvassers are responsible for transportation to and from the canvassing site. There will be regular debriefs, including a standing debrief session. These times may be outside of normal business hours and may include weekends. Canvassers may be asked to occasionally attend a special event or meeting with notice ahead of time as part of their responsibilities.