



Progressive Turnout Project seeks People and Culture Manager

Position: People and Culture Manager

Location: Remote with travel. Ideally based in AZ, GA, NH, NV or Chicago

Typical Schedule: Wednesday through Sunday

Salary: \$52,000 to \$72,800/year

Preferred Start Date: 03/07/2022

End Date: 11/30/2022

Position Summary:

Progressive Turnout Project (PTP) seeks applicants for our People and Culture Manager role. The successful candidate will work with our Field offices located in the Senate battleground states of Arizona, Georgia, Nevada, and New Hampshire. This newly created position will provide human resources support for our Field Team who will be canvassing and rallying democrats to vote. They will support approximately 1200 Field Representatives working across these states.

This position is eligible for benefits, including employer-sponsored health, dental, and vision insurance, FSA, 401(k), student loan repayment assistance, paid time off, and paid holidays.

There are no formal education requirements for this position. People of all backgrounds are encouraged to apply.

Responsibilities:

- Help PTP hire, engage and retain an exceptional field staff for the 2022 election cycle
- Support the HR team in hiring process and onboarding District Leaders and Field Representatives
- Build strong relationships with State Field Directors, District Leaders and Field Representatives
- Ensure Field Representatives feel safe and supported while going door to door
- Respond to employee questions on payroll, benefits and HR issues, or escalate to appropriate team member
- Address any issues from District Leaders or Field Representatives, including but not limited to, workplace concerns or conflicts
- Work with District Leaders to resolve concerns or conflicts within their teams
- When dealing with serious complaints, conduct initial confidential interviews, document and escalate to HR Director
- Ensure completion of Accident and Incident reports as needed
- File workers compensation claims and follow-up with employees and managers

- Travel to field offices and canvass alongside field representatives in order to maintain a strong sense of morale and make appropriate recommendations to ensure our workplace remains positive
- Conduct exit interviews and provide off-boarding support at the end of the election cycle
- Track rehire data in our system
- ID alumni to proactively recruit for rehire and for Alumni Engagement Manager
- Support post-election career workshops for Field team
- The responsibilities listed are a general overview of the position and additional duties may be assigned

Qualifications (You will be a good fit if):

- You have 3 to 4 years' or more experience as either a leader in a field organization with significant HR responsibilities or in an HR position supporting a large employee group across multiple locations
- You have experience responding to, and resolving, employee issues that come up with a public-facing workforce
- You excel at conflict resolution, managing interpersonal challenges and calming potentially stressful situations
- You are a role model for creating positive, supportive work environments
- You're proficient in G Suite Products (Gmail, Calendar, Drive, etc)
- You are able to walk door to door for a full canvass shift
- You are able to travel frequently and interact in-person with employees and voters

Preferred Qualifications (Not Required):

- Bilingual Spanish/English

Questions about the position may be directed to info@turnoutpac.org.

About PTP:

Progressive Turnout Project is the largest voter contact organization in the country. Our mission: Rally Democrats to vote. We design, test, and execute specialized voter turnout programs targeting inconsistent Democratic voters in the most competitive elections up and down the ballot. Since 2015, our trained Field staff, Fellows, and volunteers have made more than 59 million voter contact attempts across 39 states. PTP is grassroots funded, with more than 2.3 million unique donors and an average contribution of \$19.13.

Progressive Turnout Project is committed to building a staff that reflects the diverse communities that make up our country and the progressive movement. PTP is an Equal Opportunity Employer and it is PTP's policy to recruit, hire, train, promote, and administer any and all personnel actions without regard to age, color, creed, disability, economic status, ethnic identity, gender identity, national origin race, religion, sex, sexual orientation, veterans status, or any other basis prohibited by applicable law.