



APRIL 5, 2018

Job Opening: Voter Service Coordinator

Job Period: Part-Time, Temporary position - May 14 to November 16, 2018

Reports to: Executive Director

Location: St. Paul, MN

Application Deadline: April 27, 2018

Compensation: \$9,400 (flexible hours, but approximately \$14/hour x 24 hours a week x 28 weeks)

League of Women Voters Minnesota (LWV Minnesota), a nonpartisan political organization, encourages informed and active participation in government, and influences public policy through education and advocacy. The organization, a member of the League of Women Voters of the United States, focuses its activities on voter education, advocacy and good government.

LWV Minnesota seeks a part-time, temporary employee (preferably a college student) to support the organization's Voter Service initiatives. This includes working in partnership with the Voter Service Board Chair, State Office Staff and local League Voter Service volunteers to accomplish their goals in registering and informing voters, producing candidate forums, tracking impact data, and supporting local Leagues and voters as needed through the busy election season.

The position is targeted at 24 hours per week with a flexible work schedule, and some evening and weekend hours required.

LWV Minnesota has over 1,900 members across the state, most organized into local Leagues, and is approaching its 100th year anniversary in 2019. The state office has a full and part-time staff of six, and an annual operating budget approaching \$600k.

Specific Responsibilities:

- Assist in the management of the Voter Service Grants process which are reviewed and awarded to local Leagues across the state, including answering and tracking applicant calls, scheduling interviews, and supporting grant award recipients.
- Assist local League Voter Service Chairs in accessing and using the Voter Service toolkit materials.
- Assist in scheduling, managing and tracking moderator, voter registration and other Voter Service trainings and events, and updating participant lists as needed.

- Manage a “phone call triage” system for calls from both local Leagues and individual voters to best answer and/or forward questions as needed to the appropriate teams or people (i.e. to Voter Service Board Chair, to our “Expert Team” that we’ll establish for difficult calls, to appropriate staff, etc.), and create an FAQ guide for the office to support ease of customer service.
- Compile and ensure all specific information related to voting logistics and rights are posted on our LWVMN and local League websites, including where/how to vote, information on early/absentee voting, links to candidates so people know who is running, etc.
- Find and create a database of affordable resources to meet new/recurring voter service needs, like translators, interpreters, and methods to ensure we are able to serve people with disabilities.
- Assist with the coordination of outreach and audience building for our statewide Candidate Forum(s).
- Compile and ensure all local League candidate forums are listed on our LWVMN calendar, and collaborate with our Communications Manager to promote local as well as Statewide forums.
- And of course... other jobs as assigned!

Qualifications:

- Current graduate or undergraduate student in public policy, elections policy, public or government affairs.
- Experience working on advocacy or political campaigns preferred.
- Nonprofit and volunteer management experience preferred.
- Proficiency with Microsoft Office Suite.
- Strong demonstrated interest in voting rights, elections, politics and/or public policy.
- Commitment to the League of Women Voters nonpartisan policy.
- Positive attitude and ability to work with a wide variety of volunteers as well as the general public.
- Emotional maturity and ability to work under pressure.
- Able to work in collaboration with a diverse staff and volunteer leaders.
- Access to car preferred for meetings outside metro area as needed, but not required; main office is located 2 blocks from the Green Metro Line.
- Happy to work “outside the lines” sometimes to get the job done - i.e. make coffee, answer phones, get lunch, help a co-worker - we’re a small office and work together to support each other!

How To Apply:

Send cover letter, resume and three reference contacts to Michelle Witte mwitte@lwvmn.org. Inquiries via email welcome. Deadline to apply is April 27.