



## **Voter Engagement Intern - Part Time Job Description**

### **Mission**

The League of Women Voters of Greater Omaha (LWVGO), a nonpartisan political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

### **Position Summary**

The Voter Engagement Intern will provide crucial support to the Director of Operations to enhance LWVGO programming including voter registration events, LWVGO educational TV show "Go Vote, Omaha!", and member/community events. In this role, you will collaborate with the Director of Operations, board members, volunteers, and organizational partners to maximize voter education and engagement this election season.

### **Responsibilities**

- Assist the Director of Operations and Get Out the Vote (GOTV) team with voter registration events throughout the greater Omaha area, including but not limited to:
  - Coordinating volunteers
  - Managing and delivering voter registration supplies
  - Facilitating voter registration events
  - Maintaining league databases
  - Distributing voter education materials.
- Work with the Director of Operations and board of directors on collaborative opportunities with partner organizations.
- Help the Director of Operations organize and plan League member events.
- Support the "Go Vote, Omaha!" television program with coordination of guests, volunteers, and production assistance.
- Assist with management of LWVGO social media.
- Other tasks as assigned.

### **Qualifications**

- Proficient in the Microsoft Office Suite, Gmail, and Google Drive.
- Exceptional verbal and written communication skills.
- Strong organizational skills and ability to be flexible with changing priorities.
- Demonstrated self-starter with the ability to work independently.

- Well-versed in social media platforms (Facebook, Instagram, etc.).
- Strong cultural competency and sensitivity.

### **Requirements**

- Candidates must be at least 19 years of age and reside in the Omaha metropolitan area.
- Job will require 10-20 hours/week with some evening and weekend hours.
- Candidates must have a valid driver's license, proof of insurance, and reliable access to a car.
- Hours are flexible; work is remote/hybrid.
- Internship start date is March 11, 2024, potentially through October 2024.
- Candidates must be eligible to work in the United States.
- Candidates shall support the League of Women Voters' mission.

### **Compensation**

The Voter Engagement Intern will be paid \$15/hour. Gas will be reimbursed at IRS standard mileage rates.

### **Diversity, Equity, and Inclusion Statement**

*LWVGO is an organization fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are central to the organization's current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect democracy. There shall be no barriers to full participation in this organization on the basis of gender, gender identity, ethnicity, race, native or indigenous origin, age, generation, sexual orientation, culture, religion, belief system, marital status, parental status, socioeconomic status, language, accent, ability status, mental health, educational level or background, geography, nationality, work style, work experience, job role function, thinking style, personality type, physical appearance, political perspective or affiliation and/or any other characteristic that can be identified as recognizing or illustrating diversity.*

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