

PROJECT COORDINATING INTERN

THE LEAGUE OF WOMEN VOTERS:

The League of Women Voters of Washington (LWVWA) is a nonpartisan political organization that encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy. The League is one of WA State's most respected grassroots citizen organizations working to provide citizens with the tools to get involved in the democratic process at the federal, state and local levels. To learn more about the LWVWA take a look at our website: www.lwvwa.org

THE PROJECT:

This year the LWVWA is working on a statewide Civic Engagement Project (CEP) centered on the state budget and state tax system. The project will include:

1. Research and Policy - Relating public policy issues (for example, health care, education, environmental protection) to real-life state budgeting and tax policy considerations.
2. Communication - Demonstrating the connections between public policies and peoples' lives.
3. Citizen Outreach - Using the League's experience and expertise to help inform and empower a diverse new wave of citizens who want to participate in governmental decision-making.

PROJECT IMPLEMENTATION STRATEGIES:

1. Provide a package of user-friendly materials, created by LWVWA members (the Civic Engagement Project (CEP) Committee), to be used in workshops or other public outreach venues.
2. Build and support a network of local Leagues willing to partner in bringing the program to their communities.
3. Seek collaborative relationships with other organizations at both the state and local level.
4. Use a wide range of information-disseminating techniques, including new media opportunities such as blogging and social networking, to reach a diverse public.

THE PROJECT COORDINATING INTERN:

The LWVWA offers an internship opportunity for a college student to coordinate the statewide Citizen Engagement Project (CEP). She/he will work with an experienced volunteer project director (Rosalie Lang) and mentors (Margaret Colony and Ann Brand) to achieve the goals of the project by helping to implement the strategies listed above. This is a 15 hour a week position on average, hours may vary from week to week. This internship is available for the Fall and Winter quarters with a possible extension into the Spring quarter.

THE RESPONSIBILITIES:

Working with the Project Director, the Coordinating Intern will be instrumental in executing the various implementation strategies, including outreach and support to local Leagues, coordinating the work of the CEP committee, editing and preparing material for the LWVWA website and other social networking media, responding to inquiries from the public, and promoting the project.

QUALIFICATIONS:

- Strong interpersonal and organizational skills
- Excellent communication skills
- Computer and web literate
- Familiarity and interest in using Blogs and Social Media as a way to spread information
- Able to set priorities and work independently
- Passionate about moving work forward and achieving high-quality outcomes
- Demonstrated interest in public policy, and experience in community organizing, campaign coordination or project leadership
- Junior or Senior year college students preferred however work experience will be considered as a substitute for years in school.
- We are willing to work with students to craft this internship so that they receive credit with their school.

TO APPLY:

Respond to Katy Sheehan at katysheehan@gmail.com with a letter of interest stating why you are interested in this internship and why you are qualified (up to one page), your resume with contact information and two references. One reference should be from someone in a role as a supervisor. This position will begin in mid-September. The deadline for receiving applications is August 31, 2009. Please no phone calls. Thank you in advance for your interest.