



## Job Posting

Job Title	Reports to
<b>LWVSP Youth Vote Project Coordinator</b>	LWVSP Youth Vote Director

### About the LWV of St. Paul

**Our Mission:**

The League of Women Voters of St. Paul (LWVSP) is a non-profit, non-partisan organization. We encourage the informed and active participation in all levels of government, especially within Saint Paul, to influence public policy through education, advocacy and voter registration/engagement.

**General Objectives:**

- Establish positions on public policy through member participation and consensus.
- Take concerted actions to help secure public policies consistent with League positions.
- Enhance citizen participation in federal, state and local government decisions.
- Increase citizen participation in political and electoral processes at all levels.

### Project Coordinator Responsibilities

**Position Overview:**

Coordinate LWVSP’s Youth Vote project at selected Saint Paul high schools communicating directly with Student Leaders.

**Key Duties:**

- Help manage the LWVSP Youth Vote high school “*Student Leader*” program. Coordinate the program through regular communications with: LWVSP Youth Vote Director, LWVSP high school liaisons, high school teacher liaisons, and Student Leaders.
- Support Student Leaders with their voter registration classroom presentations or other events in at least four Saint Paul high schools during spring semester 2019.
- Serve as the contact for LWVSP volunteers participating in the Youth Vote events.
- Draft Youth Vote event invitations and thank you notes; Develop and distribute event publicity materials.
- Coordinate the Youth Vote “Pledge Card” system with the LWVMN or other partners.
- After each Youth Vote event, assist with event data gathering and grant reporting.

### Necessary Skills and Qualifications

- Positive mental attitude and optimism about the ability of high school Student Leaders to be young leaders among their peers.
- Good communications skills, including: writing, speaking, and computer / social media.
- Good organizational and project management skills.
- Ability to work independently.
- Event planning experience helpful.

### Term, Time Commitment and Compensation

- Job position starts as soon as possible and will continue through December 2019 or as negotiated. This term can be renewed upon mutual agreement of LWVSP and the Project Coordinator.
- One benchmark event this year is the local elections: Saint Paul City Council (all seven members) and selected Saint Paul Public Schools (SPPS) School Board (four members) election on Tuesday, November 5, 2019.
- Job time commitment is flexible depending on availability of the Project Coordinator and additional funding. The current estimate is for an average of 5 hours per week, with the heaviest work load during the next three months, March through May, 2019. The current estimate of total project time is 75 hours.
- A stipend of \$1,000 will be awarded. The first \$500 stipend upon completion of Student Leader work plans in Harding, Johnson, Focus Beyond and St. Paul Conservatory of Performing Arts. The second \$500 stipend after the final report submission at the end of June.

#### Application Instructions

Send resume and short cover letter to:

[Dan.Krivot@outlook.com](mailto:Dan.Krivot@outlook.com) and

[Amy@MinoFamily.net](mailto:Amy@MinoFamily.net).

#### Contact Information:

Dan Krivot, LWVSP Youth Vote Program

Cell: 612-616-7730 or

Amy Mino, LWVSP President

Cell: 612-269-0412