



Paid Opportunity

Job Title:	Reports To:
2022 Voter Guide Editor	Co-Presidents and Voter Service Chair

About the LWV of St. Paul:

Our Mission:

The League of Women Voters, a nonpartisan political organization, encourages the informed and active participation of citizens in government and influences public policy through education and advocacy.

General Objectives:

- 1) Establishing positions on public policy through member participation and agreement.
- 2) Taking concerted actions that secure public policies consistent with league positions.
- 3) Enhancing citizen participation in federal, state and local government decisions.
- 4) Increasing citizen participation in the federal process.

Responsibilities:

Position Overview:

Oversee and manage the 2022 Voter Guide project while upholding the nonpartisan policy of LWVSP. Produce online version through Vote411.org before the August 9th primary. After the primary, produce a MS Word version that is suitable for translation and eventual distribution both in paper and online before August 30th.

Key Duties:

- As a representative of the LWVSP, identify and make contact with candidates running for office in St. Paul after the filing deadline closes on May 31st. Offices include: State House and Senate, County Commissioners, Sheriff, and judges.
- Draft a list of candidates organized by office, with contact info and pictures.
- Produce an online Voter Guide through Vote411.org before the August 9th Primary Election.
- After the Primary Election, draft a Voter Guide that includes at a minimum: candidate names, contact info, website and headshot as well as answers to questions (to be determined with Voter Service Chair in June) and information about relevant voting procedures before August 30th.
- Oversee the translation of the Guide into Spanish, Hmong and Somali.
- Publish Voter Guide both in print and online before September 15th.
- Maintain budget
- Form and maintain partnerships (a list of current partners will be provided) to promote & distribute the Voter Guide.
- Attend August Board Meeting to present a progress report.

Necessary Skills and Qualifications:

Must be responsible, possess project management, networking and word processing skills. Show an interest in local elections and civic engagement. Excellent written and verbal communication skills are a must! Must sign and adhere to LWVSP's nonpartisan policy while representing the League.

Time Commitment and Compensation:

Voter Guide Editor can expect to spend 3-6 hours per week in June and July and 10 hours a week between August 1st - September 15th, for a total of not more than 120 hours. We are offering stipend for the project of \$600.00 and are also open to working with students who would like to earn college credits.

Application Instructions:

Please send resume and cover letter to: Amy Perna pernalwvstp@gmail.com

Contact Information:

(651) 789-0118 VM only or mail@lwwsp.org