

**Job Posting**

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| **Volunteer Job Title:**  | **Reports To:** |
|  Project Coordinator–Candidate Forums in St. Paul |  Voter Service Chair – League Board |
| **About the LWV of St. Paul:**  |
| *Our Mission:* The League of Women Voters of St. Paul, 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 governmental processes.
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| **Responsibilities:**  |
| *Position Overview:* Organize a series of public forums with candidates who have filed to be on the General Election ballot in St. Paul.Congressional House District 4Minnesota Legislature District 64 A&B, District 65 A&B, District 66 A&B, District 67 A&B*Key Duties:* * Contact candidates who have filed inviting them to participate. Must have at least two candidates.
* Contact District Councils and other community groups and invite them to be co-sponsors
* Arrange public locations and serve as the contact for venues, co-sponsors, and volunteers.
* Schedule a moderator, timekeeper and volunteers for each forum.
* Develop and distribute publicity materials and news releases, schedule SPNN cable TV taping.
* Develop a Voter Guide for both print and the League website with background and platform of each candidate.
* Assist with set-up and cleanup at each event
* Complete grant report following completion of events.
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| **Necessary Skills and Qualifications:**  |
|  * Good communications skills, including: writing, speaking and computer skills;
* Project management skills; ability to work independently; event planning experience helpful
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| **Time Commitment and Term:**  |
|  * Time commitment is flexible and requires some evenings. Forums are usually at 7 p.m.
* A stipend of $1000 will be awarded plus an additional $500 to develop a brief Voter Guide with background on each candidate. Half will be paid at the start with the remainder after project completion and final report submission by November 15, 2014.
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| **Application Instructions:**  | **Contact Information:** |
| Please send resume and brief cover letter to: mail@lwvsp.org by June 30, 2014.  | Sigrid Johnson (651) 739-2812 www.lwvsp.org or check out our Facebook page |