



League of Women Voters of Anchorage

POSITION: Coordinator of "Youth Vote 2010"

CONTRACT INFORMATION:

- Works under the direction of the League of Women Voters of Anchorage Board
- Estimated remuneration \$7,500 – \$10,000
- Time Frame: February 2010 through November 2010 (intensive time commitment September/October/November 2010)
- Work from home, plus outside meetings (LWV downtown office available for meetings)
- Must have insured vehicle to transport materials and attend meetings
- Background check required

QUALIFICATIONS:

- Good interpersonal and communication skills, particularly with young people
- Public relations experience helpful
- Good computer skills, including social applications such as Facebook
- Ability to manage financial matters, set timelines, have a vision for program success

JOB DESCRIPTION:

- Coordinator position similar to the job duties for a Meeting Planner
- Assist League Finance Committee in fundraising, both in-kind donations and monetary
- Coordinate **Youth Vote 2010** in the Anchorage schools (public and private) with Social Studies Department chairs – including creation or updating and distribution of pre-election day curriculum materials for grades five through twelve, organizing a live televised candidates' debate, identifying questions for the mock election, coordination of a computer-based mock election on Election Day, and reporting of results at Election Central on election night, among other activities
- Identify, coordinate, and advise student leaders, including volunteers from the Association of Student Governments and/or Spirit of Youth, to set goals and direction and establish committees and guidelines
- Coordinate activities with the Anchorage School District, State Division of Elections, Municipal Clerk's Office as appropriate

The **Youth Vote** mission is to *provide a non-partisan venue for empowering youth to vote and be involved in the democratic process of our society.* **Youth Vote** is dedicated to providing teachers, educators, and the students the tools to achieve this goal.

The League of Women Voters of Anchorage first conducted **Youth Vote** in 2004 and continued the program in 2006 and 2008. In addition to conducting a televised US Senatorial debate in October of 2008, over 14,000 youths within Anchorage public and private schools (grades 5-12) participated in an Internet based mock election on Election Day 2008. **Youth Vote** 2008 provided educational supplements for teachers to assist in educating students in civics classes.

Previous documentation and curriculum materials are on file for reference.

Send resume with cover letter by **Feb. 28, 2010** to caroldickason@gci.net