



Civic Engagement Intern

Position Overview:

The Civic Engagement Intern works with the Education Manager and Executive Director to facilitate The Vera Project's voter engagement, community organizing, and advocacy efforts. Over the course of the internship, intern will gain significant experience in developing voter education programs, community organizing field work, volunteer management, and nonprofit administration.

Key responsibilities:

Voter Registration

- Co-facilitate The Vera Project's voter registration (VR) and get out the vote (GOTV) program, including but not limited to: VR form pick-up and drop-off, volunteer training and recruitment, and replenishing VR materials
- Work with VERA membership to develop new, effective voter engagement strategies and educational activities at VERA events
- Coordinate external civic engagement opportunities such as off-site voter registration and community partner collaborations
- Conduct voter registration on-site at one or more VERA show(s) each week
- Assist in King County's Voter Engagement Fund grant responsibilities
- Create and maintain reports to measure progress on voter registration goals

Community Organizing

- Coordinate The Vera Project's organizing & advocacy efforts with the Education Manager and Development & Advocacy Director, including community outreach, grassroots campaigning, and direct action work
- Build relationships with external nonprofits and advocacy groups
- Participate in Fostering Advocacy and Community Engagement (FACE) committee meetings twice a month to support member-led civic engagement projects and efforts
- Represent The Vera Project at advocacy-driven off-site events

Desired qualifications:

- Ability to work collaboratively with large groups of people of all ages and lived experiences
- Ability to navigate Google Docs & Sheets to develop organized documents
- Ability to use and troubleshoot standard office equipment including computers, printers, fax machine, and photocopier
- Ability to maintain confidentiality while managing voter registration and volunteer data
- Ability to process, absorb, and share information and ask for support when needed
- Flexible schedule including evenings & weekends



Reports to: Education Manager

Hours: 10-15 hours/week (flexible depending on season)

Internship Duration: 6-12 months (Ideally a nine-month, election-focused schedule from March 15, 2020 - November 15, 2020)

Compensation: Monthly \$200 stipend & \$50 Travel Reimbursement

To apply, please submit a brief cover letter and resume by 11:59 PST on Tuesday, March 31st, 2020 to hiringcommittee@theveraproject.org with “Civic Engagement Internship, *Your First and Last Name*” in the subject line.

The Vera Project (VERA) is a Seattle-based music & arts venue dedicated to fostering a participatory creative culture through popular music concerts, arts programs, experiential learning, and volunteer opportunities for all ages, especially young people. The Vera Project is an Equal Opportunity Employer. People of color, womxn, queer, transgender, and non-binary folx are encouraged to apply. VERA is committed to providing an inclusive space, open to all ages, genders, races, cultures, religions, abilities, etc. and asks all members to sign our Participation Agreement to verify their commitment and accountability to our shared values.