

Civic Engagement Intern - Education



Position Overview: The Civic Engagement - Education Intern works with the Civic Engagement - Events Intern, Education Manager, and Executive Director to co-facilitate The Vera Project's voter engagement and advocacy efforts. Over the course of six months, the intern will gain significant experience in voter education, community organizing, volunteer management, and nonprofit administration.

Key Responsibilities:

- Co-facilitate The Vera Project's voter registration (VR) and get out the vote (GOTV) programming, including but not limited to: VR form pick-up and drop-off, volunteer training and recruitment, and replenishing VR materials
- Conduct voter registration at one or more VERA show(s) or partnered events each week
- Assist in the coordination of external civic engagement opportunities such as off-site voter registration and community partner collaborations
- Create and maintain reports to measure progress on voter registration goals
- Represent VERA at advocacy-driven events and community partner meetings.
- Work with VERA membership to develop voter engagement strategies, educational activities, and advocacy focus areas for future programming.
- Participate in Fostering Advocacy and Community Engagement (FACE) committee meetings twice a month to further support member-led civic engagement efforts.
- Collaborate with the Civic Engagement Intern - Events intern in live event production

Qualifications:

- Prior experience with community outreach, civic engagement and/or advocacy
- Ability to work collaboratively with people of all ages and lived experiences
- Ability to navigate the Google Suite to develop organized documents
- Ability to use and troubleshoot standard office equipment
- 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

Hours: 10-15 hours/week

Duration: 6 months (May 16, 2022 - November 18, 2022)

Reports to: Education Manager and Executive Director

Compensation: \$17/hr

Send an email titled with your first & last name and Civic Engagement Education Intern (e.g. *First Name Last Name, Civic Engagement Education Intern*) to hiringcommittee@theveraproject.org by end of day Sunday, April 24th. Please attach a brief cover letter and resume. *Proof of COVID-19 vaccination required upon hire.*