

Voter Education Intern



Position Overview: The Voter Education Intern supports The Vera Project's civic engagement work by registering voters and collaborating with our Education Manager, Executive Director, youth participants, and community partners to create and distribute election information.

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
- Register voters and provide educational materials at one VERA show each week
- Register voters and provide educational materials at one community event each week (ranging from concerts at partnered Seattle music venues to countywide cultural events)
- Assist in the coordination of external civic engagement opportunities and community partner collaborations
- Track various voter registration metrics for reporting purposes
- Represent VERA at advocacy-driven events and periodic community partner meetings.

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: 10-12 hours per week

Duration: 6 months (June 3, 2024 - November 15, 2024)

Reports to: Education Manager and Executive Director

Compensation: \$19.97/hr

Send an email titled with your first & last name and Voter Education Intern (e.g. *First Name Last Name, Voter Education Intern*) to levin@theveraproject.org by end of day Wednesday, April 24th. Please attach a brief cover letter and resume.