

**Youth Engagement Internship
League of Women Voters of Boulder County
November 2018**

Mission: Empowering Voters. Defending Democracy. We envision a democracy where every person has the desire, the right, the knowledge and the confidence to participate.

Goal of the Internship: To be proactive in engaging the next generation of League activists in leading our democracy. An Intern can help the League harness new talents and new ideas from different backgrounds making our League a stronger and more dynamic force for the future.

The Internship for the League of Women Voters of Boulder County (LWVBC) will be approximately 30 weeks in length/2 semesters. The Intern will report to the LWVBC Youth Engagement Director. Intern will be meeting with the Youth Engagement Director once per week either by phone or in person. The Intern will be tracking/documenting all activities in an electronic Tracking System. Photos must be taken to document activities. A presentation to the general membership will be required near the end of the semester. (Holiday Party or Annual Meeting.)

Time: Average 8 hours per week. Flexible hours based on classwork.

Stipend: Up to \$1,000 per semester, paid by LWVBC to the intern.

Orientation and Training:

- Attend sampling of LWVBC meetings to learn about the League: Board of Directors, Community Conversations, Drinks and Dialogues, Program Planning, Issue Teams, Candidate Forums, Voter Registration Drives (VRD), state league (LWVCO) meetings, and others as needed to complete projects

Duties Include:

- Grow student membership over the year by at least 10%
- Facilitate regular LWVBC student membership meetings each semester; agenda, archive minutes, meeting reminders, etc.
- Represent the League in the community to recruit students
- Work with LWVBC student members to keep them engaged
- Plan, document, and execute one social/educational event for potential volunteers/members/community under the age of 30 years
- Identify best ways for LWVBC to connect with students and to have them feel included and write a report at the end of the year
- Actively seek out potential meeting places, tabling opportunities and resources at various schools. Connect with student groups on campus and research how LWVBC can better collaborate with these groups. Learn what students want.
- Post youth events on Facebook and Instagram weekly
- Assist with the formation and continuation of Student Clubs at Boulder County high schools and colleges as needed

Other Duties as Assigned.

If Interested: Send a letter of interest and your resume to: Internship, lwvbouldercounty@gmail.com