

## **League of Women Voters Intern Description – Spring 2019**

### **Agency Description:**

The League of Women Voters, a nonpartisan political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and provides in depth voter education through our website VOTE411.org.

### **Position Summary:**

Provide quality support to the Mission Impact team by providing race and candidate information for the Leagues' voter education website VOTE411.org. Since 2006, VOTE411.org has educated nearly 40 million voters by providing voters the information they need to successfully cast their ballot on Election Day. The website provides voters with their polling place information, a registration tool, election rules and laws for all 50 states and DC, and online voters' guides which show voters candidates and races on their own personal ballot. For the fall 2018 General Election VOTE411 will have more comprehensive candidate information than any other off year election before, and we need your help to give the voters even more information before Election Day!

The intern will have first had experience in:

- Candidate, race and ballot information research in several different states
- Direct candidate outreach (through phone and email)
- Election rules research in all 50 states and DC
- Elected official research
- GIS shapefile acquisition in several different states
- Marketing research
- State and local League support as needed.
- Technical updates as needed (no experience required)

### **Required Skills and Experience:**

- Excellent written and verbal communication skills
- Familiarity with Microsoft Office, specifically Excel
- Familiarity with the League's core mission and nonpartisan policy
- Comfortable doing online research
- Comfortable talking on the phone
- Self-motivated and ability to complete tasks quickly

### **Internship location:**

There is no office space available for this internship as the main LWV office is located in Washington DC. The direct supervisor lives in Broomfield and is will meet with interns at a location on the University campus as needed. Most work is done independently during the hours agreed to by the intern and supervisor. Interns will need access to their own computers and emails in order to successfully complete this work.

Internship hours are flexible and will be set through direct communication with the supervisor. Specific hours for the duration of the internship will be scheduled before the interns first day.

### **How to apply:**

Please send Megan Brown ([mbrown@lww.org](mailto:mbrown@lww.org)) a copy of your resume by to apply for this internship.