



## **JOB ANNOUNCEMENT – SUMMER INTERNSHIP**

Future of California Elections, a project of Community Partners, seeks a summer intern. This internship will offer administration and program support for the activities of the FoCE collaboration, a coalition of election officials, civil rights organizations and reform advocates dedicated to an open, transparent and well-functioning system of democracy in California.

### **About FoCE**

Future of California Elections was formed in late 2011 to examine and address the unique challenges facing the State of California's election system. California is home to the largest and most diverse electorate in the nation. In many ways, California has been a national leader in regard to elections, including improving the transparency and auditability of elections, implementing online voter registration and providing election information such as sample ballots to all voters. And yet, the state still has far to go; California ranks near the bottom nationwide in the percentage of eligible citizens actually registered to vote, and current practices yield a voting population that does not mirror that of the state as a whole.

The FoCE network works to modernize elections and expand participation throughout California. Its members represent the public servants charged with managing the process, groups representing a diverse spectrum of California voters and advocates dedicated to an open, transparent and well-functioning system of democracy in California.

### **Job Description**

The intern will be based in FoCE's office in Downtown, Los Angeles starting June 12, 2017 through August 11, 2017 from 8-12 hours a week. The internship is unpaid, but will offer a student the opportunity to obtain experience in the field of civic engagement and election reform.

Some of the duties to be assigned will include notetaking during meetings, administrative support, conducting research at the county level and assisting with developing communication and outreach materials for our newest coalition, Voter's Choice California.

### **Requirements**

- Enrolled in an undergraduate degree program and will be a Junior or Senior in the upcoming academic year.
- Demonstrated ability to work with spreadsheets.
- Strong oral and written communication skills, including proofreading and editing.



- Excellent organization skills, including the ability to create and maintain files and recording systems accurately.
- Demonstrated proficiency in computer technology including applications for project and data management (Excel, Microsoft Word, and PowerPoint).
- Ability to take initiative and work independently, with little supervision.

**To Apply:** Please send cover letter, resume and writing sample to Project Coordinator, Rachel Sherman at [rsherman@futureofcaelections.org](mailto:rsherman@futureofcaelections.org).