



Modernizing Elections.  
Expanding Participation.

## **JOB ANNOUNCEMENT – TEMPORARY PROJECT COORDINATOR**

Future of California Elections (FoCE), a project of Community Partners, seeks a temporary full-time Project Coordinator. This staff position is responsible for administration and program support of all 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 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 Project Coordinator will be a full-time temporary position based in Los Angeles from November 13, 2017 – April 13, 2018. The position will have the following responsibilities:

- Annual Conference Planning
  - Manage event logistics
  - Conduct public outreach for event
  - Direct volunteer recruitment and training
- Administrative Management
  - Process contracts, payments and reimbursements
  - Schedule meetings, take notes and proof-read
- Communications
  - Support website maintenance
  - Support e-communications
- Project Management
  - Manage professional relationships with network
  - Coordinate and collaborate on work products
  - Maintain organized project tasks and timeline
- Other duties as specified by Interim Executive Director



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### **Requirements**

- Bachelor's degree.
- Strong analytical, oral and written communication skills, including proofreading and editing.
- Excellent project management 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 and electronic calendars (Excel, Microsoft Word, PowerPoint, Outlook and Google)
- Experience in event planning preferred.
- Experience in developing and managing web content on WordPress.
- Ability to take initiative and work independently, with little supervision, and able to conduct oneself in a highly professional manner.
- A demonstrated appreciation for the diversity of California's population.

### **Salary**

Salary is \$17-\$20 per hour, based on experience. FoCE is an equal opportunity employer.

**To Apply:** Please send cover letter, resume and short writing sample to Project Coordinator, Rachel Sherman at [rsherman@futureofcalelections.org](mailto:rsherman@futureofcalelections.org). No phone calls please.