



## JOB ANNOUNCEMENT - PROJECT COORDINATOR

The Future of California Elections (FOCE) seeks a Project Coordinator to serve as a California-based staff person responsible for daily administration of all the activities of a coalition of election officials, civil rights organizations and reform advocates dedicated to an open, transparent and well-functioning system of democracy in California.

### **Project Summary**

The Future of California Elections (FOCE) Project 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 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 two dozen FOCE members include election administrators, leaders of civil rights organizations and elections reform advocates. Together they 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.

Though many of these individuals and the organizations they represent had often encountered one another in debates about election policy on California, they had never been brought together to seek common ground in those areas of the state's elections. Consequently, The James Irvine Foundation, convened a series of meetings in 2011 and 2012 at which these stakeholders could discuss the strengths and weaknesses of the state's election system and collaborate on projects and proposals to improve and protect the process for all California voters.

Building on a set of guiding principles and a shared "roadmap" to reform, FOCE and its members were able to make great strides in changing the election system in California. In just over a year, FOCE members accomplished numerous goals, including:

- Enacting same-day registration (to be implemented after establishment of a statewide database, possibly 2015) and legislation strengthening and expanding the National Voter Registration Act;
- Collaborating with the Secretary of State to make many changes to improve readability and access to the state voter guide – both in print and online;
- Assisting with implementation of online voter registration, especially integrating it into websites for dozens of colleges and universities statewide; and
- Researching ways California can modernize how it selects, tests and maintains voting technology in order to support new innovations aimed at increasing participation rates and ensure that elections remain open, transparent and accurate.

With support from the James Irvine Foundation, in January 2013 FOCE members formed an independent organization (fiscally sponsored by Community Partners) to support this collaboration for the long-term. In 2013 and beyond, FOCE will be focused on building its record of broad-based consensus and success and developing new partnerships in the policymaking community.

By collaborating with each other and policymakers, FOCE members are working towards:

- Informing the development of effective elections policy and regulations that reflect the needs of voters and the practicalities of implementation;
- Helping to implement new policies through effective administration and public outreach;
- Helping local elections officials identify and adopt “best practices” that can improve voter participation;
- Developing information resources to support greater understanding of the demographic, regional and fiscal challenges in the field of elections; and
- Cultivating and maintaining broad-based support for election reforms among the public and advocates.

### **Job Description**

The Project Coordinator will be a full- or part-time position and will serve as the key California-based staff member responsible for administering the group’s regular activities. Under the supervision of FOCE’s Director and in conjunction with the Deputy Director, the Coordinator will have the following duties:

- Project Management/Member Relations
  - Coordinate convenings
    - Meeting space/catering
    - Invites/RSVP
    - Related logistics
  - Manage mailing lists
  - Track FOCE grantee reports/progress
- Policy
  - Assist with legislative tracking
  - Assist with liaison efforts with SoS, other agencies
  - Assist with all aspects of FOCE members’ lobbying efforts
- Research/Information
  - Assist with monitoring developments in California/nationwide
  - Assist with all aspects of Clearinghouse development
    - Data acquisition
    - Data formatting
    - Coordination of data publication/dissemination
- Communications/Outreach
  - Assist with all aspects of website/blog design and launch, help upload content
  - Assist with tracking and of press mentions
    - FOCE
    - FOCE-related work by members/partners
- Development
  - Assist with all aspects of effort to identify/obtain necessary resources for FOCE
- Other duties as specified by Director and/or Deputy Director

## **Requirements**

- Bachelor's degree or equivalent election policy or administration experience required.
- Demonstrated ability to work with spreadsheets and budgets with a high degree of accuracy.
- Strong analytical skills.
- Strong 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.
- Keen attention to detail and a demonstrated track record of producing accurate, high quality work.
- Sound judgment and discretion in handling confidential information, as well as the ability to conduct oneself in a highly professional manner.
- Demonstrated proficiency in computer technology including applications for project and data management and electronic calendars (Excel, Windows, Microsoft Word, PowerPoint and Outlook preferred).
- Experience in conference planning and support preferred.
- A demonstrated appreciation for the diversity of California's voting population.

## **Location**

The primary focus of FOCE's work will be in Sacramento, CA; the expectation is that the individual hired as Project Coordinator will be available at least one day per week in Sacramento while the Legislature is in session.

## **Travel**

Minimal travel within California (1-2 trips per year).

## **Salary and Benefits**

Salary is negotiable based on experience. A generous benefits package will be available through FOCE's fiscal sponsor, Community Partners, Inc. is an equal opportunity employer.

## **To Apply**

Please send resume/vita and salary requirements to [info@FutureofCAElections.org](mailto:info@FutureofCAElections.org).