



JOB ANNOUNCEMENT – TEMPORARY PROJECT COORDINATOR

The Future of California Elections (FoCE), a project of Community Partners, seeks a temporary full-time Project Coordinator to serve as a California-based staff person responsible for administration and program support of all the activities of the Future of California 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.

The position is based in Los Angeles from January 11, 2016 – March 4, 2016.

Project Summary

The Future of California Elections (FoCE) 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 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.

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-time temporary position from January 11, 2016 – March 4, 2016 and will accomplish the following duties:

- 2016 Conference Planning
 - Assist with logistics planning
 - Assist with public outreach
 - Assist with volunteer outreach, coordinate volunteer roles and training
- Project Management/Member Relations
 - Assist with logistics for membership conference calls, including RSVPs, agenda distribution and note taking
- Policy
 - Assist with legislative tracking
- Other duties as specified by Executive Director and/or Deputy Director

Requirements

- Bachelor's degree.
- Demonstrated ability to work with spreadsheets.
- 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 and Outlook)
- Experience in conference planning and support preferred.
- 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 \$14-\$17/hourly based on experience. FoCE is an equal opportunity employer.

To Apply: Please send cover letter, resume and writing sample to Project Coordinator Stefani Jimenez at SJimenez@FutureofCAElections.org.