



LEAGUE OF WOMEN VOTERS® OF CALIFORNIA

Easy Voter Guide Project Manager

Employment term: Contractor, up to 50% time through May 2012 (with possible extension)

Reports to: Executive Director, League of Women Voters of California

Location: San Francisco Bay Area or Sacramento preferred

Hourly wage: \$25-\$30/hr (negotiable based on experience)

Position Overview

The League of Women Voters of California (LWVC) seeks candidates for a limited-term contract position as Manager for the *Easy Voter Guide Project* (EVGP). Under the direction of the LWVC Executive Director along with the LWVC Vice President for Voter Service, the Project Manager is responsible for coordinating a team of LWVC staff, volunteers, and vendors to produce, promote and distribute *Easy Voter Guide* content and printed materials on time and within budget for the June 2012 statewide primary election. In addition to coordinating EVGP production activities related to the June 2012 Primary Election, this position is responsible for documenting processes and procedures to help put the project on a more sustainable path for the future. Extensions to this contract are possible, dependent on funding and other factors.

Primary Responsibilities

- Organize, direct, and oversee the work of volunteers, staff, and vendors related to writing, editing, proofreading, community review, expert review, and translation of *Easy Voter Guide* content.
- Coordinate vendor bids and selection process, according to LWVC policies and procedures.
- Serve as project liaison to all EVGP vendors, including graphic designer, translation service, and printer.
- Coordinate with LWVC staff and printer/fulfillment vendor to set up and oversee *Easy Voter Guide* order management and fulfillment processes.
- Collaborate with the LWVC communications manager on promotional activities for the *Easy Voter Guide* June election offerings.
- Coordinate necessary updates to EVGP websites (www.easyvoter.org and www.easyvoterguide.org) with LWVC staff, volunteers, or contractor.
- Prepare periodic project reports, as needed for governance, oversight, and fundraising purposes.
- Document the *Easy Voter Guide* content creation, production, outreach and order management processes, policies, and procedures for future elections, including making recommendations for quality improvement, efficiency, and risk management.

1107 9th Street
Suite 300
Sacramento, CA
95814-3608

916 442.7215
888 870.8683
916 442.7362 fax

lwvc@lwvc.org
www.lwvc.org
www.smartvoter.org
www.easyvoter.org

Minimum Qualifications

- Demonstrated project management skills
- Excellent organization, planning, and logistical skills
- Detail and quality-oriented
- Demonstrated ability to work efficiently and effectively in a distributed environment
- Excellent ability to work within deadlines
- Excellent collaboration and communication
- Experience developing and documenting processes and procedures
- Resourceful and fast learner
- Experience working with or managing volunteers
- Proficient with general office software applications, such as Microsoft Word and Excel
- Familiarity with online communication tools like Skype and Go-To-Meeting.

Additional Preferred Skills and Abilities

- Familiarity or experience with the *Easy Voter Guide Project*
- Knowledge of California government, election law, and initiative process
- Experience with or connections into EVGP's target audiences: traditionally marginalized communities; including but not limited to non-English-speakers, young adults, disabled
- Proficiency in Spanish, Chinese, Vietnamese, or Korean.
- Proficiency with project management software, including developing work breakdown structures
- Proficiency with process documentation software
- Proficiency with In Design or other graphic design tool

Qualified candidates can apply by sending a resume and cover letter in either Word or PDF format to lwvc@lwvc.org. This position is open until filled, but resumes received by February 23rd will receive early consideration.

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