



## **Youth Vote Coordinator Job Description**

### **Background**

Anchorage Youth Vote is a youth-run organization, a program of the League of Women Voters of Anchorage. Our mission is to provide a non-partisan venue to engage youth in the democratic process and educate youth about the rights and responsibilities of living in a democracy. Anchorage Youth Focus is primarily for youth in grades 9-12.

Our work includes projects such as:

- Candidate forums for youth
- Community PSAs to educate young people on the democratic process
- Mock elections for high school students
- Youth engagement education and workshops
- Articulating to other organizations the importance of the youth voice and engaging youth in decisions that may affect them

We prioritize opportunities for meaningful youth engagement geared toward empowerment and increased civic engagement. Youth Vote engages youth in all stages of decision-making, leadership, and project implementation.

### **Coordinator responsibilities**

- Work with local high schools and other organizations to recruit Anchorage Youth Vote members
- Organize and lead weekly meetings with AYV members
- Assist AYV members in identifying projects and opportunities
- Provide appropriate support to AYV projects
- Develop and maintain relationships with other organizations in youth arena (e.g. Anchorage School District, Spirit of Youth, Alaska Teen Media Institute, etc)
- Manage and ensure timely completion of AYV projects
- Attend monthly League board meetings.
- Provide written reports at least 3 days before League monthly board meetings. Written reports to include activities completed, status of work in progress, and work anticipated.
- Scouts, applies for and manages grant funding opportunities. Examples include pass-through grants from the State of Alaska, Youth Matter grants, and other project-based

grant opportunities. Fundraising is a joint responsibility of the coordinator and the League board.

- Develop a vision for success

### **Preferred Skills & Qualifications**

- Prior experience working with youth
- Able to work independently
- Strong interpersonal, planning, and communications skills
- Understand and support concept of “youth-led”
- Knowledgeable about civics, politics, and social issues at the local and state level
- Able to provide the support required of a leader or director while maintaining the youth-led nature of the program
- Committed to LWV policy of nonpartisanship

### **Pay**

The position is contract part-time. Pay is \$2,500/month. The workload varies considerably from month to month. Option to renew annually, depending on performance.

### **Interested?**

Email your resume to [info@lwvanchorage.org](mailto:info@lwvanchorage.org)