

Montana Women Vote

Billings, Part-time Community Coordinator

Job Description

Job Summary

Montana Women Vote (MWV), a coalition of non-profit organizations working statewide to educate and mobilize low-income women and their allies in the democratic process, is hiring a part-time Community Coordinator to organize voter registration, education and mobilization efforts in Billings in 2008.

Salary, hours and length of position

This is a temporary position at \$12.50/hr for an average 15-20 hrs/wk from early-mid March until November 15th. There may be a possibility to continue doing some work between elections engaging citizens in the legislature and supporting local organizing for other issue work. Funding and individual performance will be assessed after the election to determine if this is feasible.

Position activities include but are not limited to:

- Recruit, train and supervise volunteers from involved organizations and the community at large to conduct a voter registration drive and meet the registration goal set by the local steering committee, with reference to state steering committee goals.
- Coordinate the local steering committees and include the ideas and efforts of these individuals and organizations in outreach efforts.
- Recruit, train and supervise volunteers for “Get Out the Vote” or GOTV efforts (phone banking, distribution of voter guide, door to door etc.).
- Coordinate accurate entering of new local contacts in the MWV online database.
- Ensure the collection of Voter ID surveys from registered voters either in person or by phone.
- Organize and facilitate political education trainings
- Produce resource materials when necessary (mostly supplied by state office)
- Ability to travel to MWV statewide meetings and trainings (2-3 times between March and Nov).
- Completes short bi-weekly report on activities and submits information in a timely manner.
- Maintain regular phone, email and in-person contact with state-wide MWV Outreach Director and respond promptly (within 24 hours) to communications.

Required Skills:

- Self-directed – comfortable setting own work plan and achieving goals
- Flexible and willing to adapt strategies and problem solve
- Strong organizational skills and ability to work efficiently
- Ability to serve as a local spokesperson for Montana Women Vote
- Ability to communicate and work effectively with a wide range of people
- Ability to work nights and weekends when needed and have a flexible enough schedule to do outreach and meetings when they are most effective

Qualifications and skills preferred:

- Knowledge of women issues– and especially those faced by low-income women
- Previous experience coordinating volunteers
- Previous experience coordinating voter registration and GOTV activities

Computer skills

Proficiency using email, WORD, Excel, and willingness and ability to learn how to use MWV online database

Schedule/Work Environment

Ability to work from home and hours are very flexible – although must be able to work times when outreach, training and meetings are most effective.

There will be a mandatory training of all MWV Community Coordinators in March in Helena.

Supervision

This position would be supervised by Olivia Riutta, MWV Outreach Director who works out of the State office in Missoula.

Application Instructions:

Please submit a cover letter, resume, and three references to Montana Women Vote by Friday February 19th, 2010. We are accepting email or mail application. For email, please send to Olivia Riutta: olivia@montanawomenvote.org. For mail, please send to:

MWV
c/o WORD
2525 Palmer St. Suite 1
Missoula, MT 59808

Questions:

Contact Olivia Riutta, Montana Women Vote Outreach Director at 543-3550 X 213, or email her at olivia@montanawomenvote.org. For more information about Montana Women Vote, please look at our website: www.montanawomenvote.org.

Last Updated 1/12/10