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About LEV

League of Education Voters (LEV) is a non-partisan organization that partners with parents, students, and civic leaders who believe in a quality education from cradle to career. LEV is a Washington-based organization working to improve public education systems from early learning through higher education. We shape the debate, build powerful coalitions, and grow the grassroots to achieve meaningful reform and ample resources for education. Additional information can be found at www.educationvoters.org

About the Position

League of Education Voters has an exciting opportunity for an individual committed to improving educational outcomes for Washington students and interested in learning about the operations of a non-profit organization. We are seeking an intern to assist in our communications and policy research work. The intern will work closely with our Communications Director, Policy Analyst, and Operations Manager. The position will be full-time and compensated at \$18/hr. Preferred availability is late May through August. This position is ideal for a college or a 2-year program graduate pursuing a career in communications, policy, philanthropy, or nonprofit work.

LEV strives to recruit a diverse team. We are an equal opportunity employer and do not discriminate against any employee or applicant on the basis of race, color, ethnicity, national origin, religion, gender, gender identity and/or expression, sexual orientation, disability, age, marital status, military status, pregnancy, parenthood, citizenship status, creed, or any other characteristic protected by federal, state or local law. We will provide reasonable accommodations for qualified individuals with disabilities.

Responsibilities

Communications Support

- Support LEV's social media strategy and presence on social media platforms, including Facebook and Twitter.
- Capture stories and post social media updates during all LEV events.



- Assist in management of LEV supporter database and coalition listservs.
- Monitor the info@educationvoters.org email account.
- Update websites for LEV and our special education coalition, Investing in Student Potential.
- Update our COVID-19 Resources webpage daily, checking in with school districts about changes to their policies.
- Graphic design as needed.

Administrative Support

- Assist with the day to day tasks of managing the LEV office, including answering phones, mail management, and team support.

Qualifications

- A commitment to equity and improving educational outcomes for students impacted by historic and systemic oppression.
- A learning mindset and ability to work with individuals from diverse backgrounds.
- Detail-oriented, with ability to manage multiple, time-sensitive priorities.
- Excellent communication skills, both written and verbal.
- Proficient in Microsoft Office products, social media platforms, and ability to learn other key programs. Experience with Customer Relation Management (CRM) platforms, such as Salsa, a plus.
- Candidates who are proficient with WordPress, HTML, Adobe Creative Suite, and Google Analytics will be given priority consideration.
- Work mostly out of our Seattle office (on Lake Union). Free parking available and on bus line. Some remote work possible.

To Apply

Please send a resume and cover letter outlining your qualifications to Nancy Hopkins at nancy@educationvoters.org.