



ENGAGEMENT / POLICY INTERN

About League of Education Voters

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 a variety of organizational priorities, including communications, event support, and policy support. The intern will work closely with our Communications Director and Policy Analyst. The position will be temporary (through December 2020), full-time and compensated at \$18/hr. with no benefits. This position is ideal for a high school graduate pursuing a college degree in philanthropy or nonprofit work.

Responsibilities

Communications Support

- Support LEV's social media strategy and presence on social media platforms, including Facebook, Twitter, and LinkedIn
- Capture stories and post social media updates during all LEV events
- Assist in management of LEV supporter database (Salsa Engage) and coalition listservs
- Monitor the info@educationvoters.org email account



Event Support

- Assist with logistics around the LEV annual event which will be virtual this year, on October 8, 2020. Duties include attendee response management and technical help with event.

Policy Support

- Keep our COVID-19 Resource page up-to-date on school districts plans regarding return to school, distributing meals, technical issues, working with Policy Team.

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 (Word, Excel, Power Point), social media platforms, Zoom, and ability to learn other key programs. Experience with Salsa Engage a plus.
- Our office is mostly virtual. LEV will make sure the candidate has what they need to facilitate this.

To Apply

Please send a resume and cover letter to Nancy Hopkins at nancy@educationvoters.org by 10/05/2020.