

Lowell Votes (LV) is a nonpartisan coalition effort to encourage and support all citizens of the City of Lowell to shape their community through voting and civic engagement with a special emphasis on those who face barriers to voting or have historically low turnout rates. Since the settlement of the voting rights suit, we also endeavour to help educate emerging candidates (through the CERT series: Candidate Empowerment and Readiness Training) and communities in building capacity at the local level (for neighborhood and district based education and engagement) to achieve equitable representation in our communities.

Lowell Votes' fiscal agent is Coalition for a Better Acre. Decisions are made through deliberation with the coalition members and coordination is overseen by part-time staffer Mary Tauras, mary@lowellvotes.org 978-364-0366

Agreements: The intern and Lowell Votes both clearly understand that there is no expectation of compensation or hiring during or upon completion of the internship. Lowell Votes will accommodate the intern's academic commitments and provide beneficial learning opportunities. Any evaluation of this position will be for the benefit of the learning and growth of both the intern and the organization's ability to meet their mission and support future interns and volunteer programs.

LV seeks a volunteer or for credit intern who displays:

- Strong organizational skills and communication proficiency (written and oral). Bilingual capacity is a plus.
- Interest in issues of civics, access, representation, and democracy at the local level.
- Experience in social media, and knowledge of Canva and other digital media tools.
- Competence in Microsoft Office products, especially Word, Powerpoint and Excel.
- Ability to work independently with minimal supervision.
- Access to a computer and internet to work remotely and join Zoom calls as needed.

Administrative and Communications support tasks:

- Create and manage content for our social media platforms. (FB, Instagram and Twitter).
- Critique our website from a user perspective; brainstorm ideas for boosting usability in our community and work with our volunteers to help add new content to the website.
- Help monitor info@lowellvotes.org email and help to maintain our contact database.
- Assist in writing periodic email newsletters for partners and the community.
- Help take minutes at Coalition meetings or support monitoring participant chat during public calls.
- Attend community presentations/relationship development calls on occasion. Help schedule meetings and sessions with new partners.
- Support evaluation and ongoing communications with our CERT (Candidate and campaign Empowerment Readiness Training) program and alumni.
- Assist in preparing the community issue survey and voter guide, as well as other educational materials and PowerPoint presentations.
- Research best practices and help LV innovate when it comes to inclusive digital engagement practices, opportunities for language access, and more.