

**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 support 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 Mary Tauras, [mary@lowellvotes.org](mailto: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 of social media, and knowledge of Canva and other digital media tools.
- Competence in Microsoft Office products, especially Word, Powerpoint and Excel.
- Ability to work remotely and join Zoom calls as needed.
- Experience or express desire to work in public education, outreach and engagement, campaign or civic canvassing and capacity building for local partners.
- Ability to join in public with social distancing protocols as needed for canvassing.

**Field Operations Support Tasks:**

- Create appropriate content regarding canvassing, voting and access to representation for our social media platforms.
- Attend community presentations/relationship development calls on occasion. Help schedule meetings and sessions with new partners.
- Assist with materials and logistics for canvassing trainings, as well as some volunteer database management.
- Co-facilitate and potentially facilitate some of their own phone/text banking sessions.
- Co-lead canvassing efforts with other Lowell Votes partner staff and volunteers.

- 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.