



LEAGUE OF WOMEN VOTERS® OF OHIO

17 South High Street, Suite 650 • Columbus, Ohio 43215
Phone (614) 469-1505 • Fax (614) 469-7918
www.lwvohio.org

LWVO Office & Program Associate – We are looking for an energetic, outgoing individual with strong organization and communication skills to join our office staff. It is currently a part-time position, with the potential to be promoted to full-time. If you've ever wanted to work hands-on for a membership organization whose mission is voter education and advocacy, then this is the job for you!

LWV Ohio Office & Program Associate

The League of Women Voters of Ohio Education Fund seeks an Office & Program Associate for our Columbus, Ohio state office.

About us: The League of Women Voters Ohio Education Fund is a nonpartisan political organization that encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy. We were founded in 1920 by the suffragettes to empower women to become informed and active voters. Today, 96 years later, we have members (women and men) across the country who continue our mission to inform and empower voters to participate in their government.

Position Title: Office & Program Associate

Reports to: Executive Director

Type of Position: This is a part-time position, 30 hours per week, with the potential to be promoted to full-time. You will be working in our downtown Columbus office. This would be an ideal position for someone looking for an opportunity to gain experience in a grassroots membership and public policy organization.

Compensation: This is an hourly position, starting at \$13/hour. We do offer prorated benefits for part-time employees working at least 30 hours/week, which includes paid holidays, vacation and sick leave, and health insurance with optional dental and optical coverage. Employees receive regular feedback and performance reviews, as well as training and development opportunities.

Requirements: We are looking for a skilled office professional to be part of our growing team. Excellent written and verbal communication, attention to detail, ability to manage and prioritize multiple projects at a time, and strong computer skills are required. Experience working with social media, online organizing tools, and membership databases are a plus. The ideal candidate is creative, dependable, outgoing, and willing to learn.

Responsibilities:

- Provide general office support to a busy and modern office.



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- Respond in a prompt and professional manner to information requests from the board, volunteers, members, press and the public. This includes answering voter information questions during election cycles and working with our members around the state. Training will be provided, but eagerness to learn and work with others are keys to success.
- Assist with planning meetings and events around the state. Occasional evening or weekend hours may be required for events with advance notice.
- Assist in writing content for newsletters, website and social media, education and advocacy materials, and direct mail.
- Responsible for regular updates to member and donor database.
- Other projects as assigned by senior staff.

How to Apply: Applications for the Office & Program Associate position will be accepted until October 15, 2016, or until the position is filled. We offer flexible hours and a comfortable work environment. To apply, please send your resume, cover letter and short writing sample to Carrie Davis at cdavis@lwvohio.org

LWVOEF is an equal opportunity employer.