

Protect Minnesota
Voter Registration Intern
Job Description
As of August 21, 2018



Protect Minnesota is the state's only independent, state-based, nonprofit organization dedicated to preventing gun violence. Our mission is to promote a culture of health and safety for all Minnesotans by preventing gun violence through research, legislation, education and community investment. You can find out more about our work at www.protectmn.org.

TITLE: Voter Registration Intern

CLASSIFICATION: Internship, 6 weeks (September 1 – October 16, 2018.)

REPORTS TO: Director of Research and Outreach--reports remotely (interviews will be conducted remotely as needed)

START DATE: September 1, 2018

ELIGIBILITY: Open to registered students at the following colleges and universities:

- Bemidji State University
- Mesabi Range College -- Eveleth Campus
- Mesabi Range College – Virginia Campus
- Minnesota State University – Mankato
- Riverland Community College -- Albert Lea Campus
- Riverland Community College -- Austin Campus
- Riverland Community College -- Owatonna Campus
- Rochester Community and Technical College
- St. Cloud State University
- University of Minnesota – Duluth
- Winona State University

QUALIFICATIONS: Must be energetic, friendly and outgoing, a good communicator, responsible, organized, and have a passionate personal commitment to the cause of gun violence prevention.

WAGE: \$15/hr

HOURS: 6-8 hours/week

RESPONSIBILITIES:

- Commitment to the cause: Must be dedicated to the mission of Protect Minnesota and enthusiastic about sharing the importance of voting with others on campus.
- Project planning and execution: Create a 6-week plan for voter registration customized to your campus culture and calendar.
- Event planning: Effectively plan two or more registration events on campus per week, which may include working with campus staff to reserve spaces/gain event approval.
- Training: Participate in training for execution and administration of voter registration events.

- Voter registration: Staff two or more registration events per week. Mail in completed applications the same day they are received.
- Documentation: Keep detailed and accurate documentation of all registration events.
- Reporting: Submit weekly event reports to Director of Research and Outreach.
- Evaluation: Work with Director of Research and Outreach to evaluate effectiveness of the Project Plan throughout the 6-week period, with the ability to adjust project plans as needed.

TO APPLY: Email cover letter and resume to office@protectmn.org. Please call 651-645-3271 with questions.

PLEASE NOTE

- 1) All employees of Protect Minnesota are expected to fully comply with our Communications, Media and Social Media policy and Personnel policy.
- 2) All employment at Protect Minnesota is “at will”, meaning the organization may change the terms of employment without notice or terminate an employee at any time without incurring legal liability. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences.
- 3) Protect Minnesota does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.