**Voter Services Committee Fall Internship**

Duration: Sept to Dec 2019

Location: 4 West 43rd Street, Suite 615, New York, NY

About the League:

The League of Women Voters of the City of New York is a non-partisan organization whose purpose is to promote informed and active citizen participation in government. We are committed to empowering citizens with the meaningful information needed to make sound decisions for our democracy. We are currently celebrating our 100th year anniversary!

*This internship is unpaid, however, we are happy to work with you and your school to offer credit.*

Overview:

This internship will support the Operations Manager in support of the Voter Services Committee. The Voter Services Committee conducts voter registration drives throughout the five boroughs; trains organizations and individuals on how to conduct voter registration drives; and provides speakers to organizations and schools to educate the public on why voting is important and what to expect on the ballot.

Responsibilities:

* Data entry - completing the 2018-19 Voter Services Events excel data sheet
* Manage registration for various Voter Services trainings
* Support preparation efforts on student voter registration events
* Assist in training schedule logistics
* Assist in prepping training and voter registration drive materials with various committee members
* Answer phones, take messages and greet visitors

Qualifications:

* Competency in Microsoft Office and Google Suite required
* Organizational skills
* Collaborative demeanor
* Communicative
* Customer services skills
* Salesforce knowledge preferred
* Interest in voter registration and info a plus