



League of Women Voters of Nevada County

Volunteer Co-Coordinator Job Description 2024

Position Overview and Impact: Volunteer with the League of Women Voters and be a part of empowering voters and defending democracy by recruiting, retaining, managing and appreciating a team of volunteers. Support the League's leadership team with skilled and passionate volunteers who support the mission. This position will work with another Volunteer Coordinator as partners in all tasks.

League of Women Voters Purpose, Mission, Values and Scope

The League of Women Voters of Nevada County is a nonpartisan organization encouraging informed and active participation in government that empowers citizens to shape better communities.

Our Mission is to protect voting rights and inspire civic engagement with courage and integrity as we engage with the community.

We are dedicated to unbiased voter education about elections, the voting process and public policy. Therefore, we do not advocate on issues, and we adhere to the nation-wide LWV policy of never supporting or opposing any political party or candidate.

To conduct our voter service and citizen education activities, resources are available to us from the National and California League of Women Voters Education Funds, which are 501(c)(3) corporations, nonprofit educational organizations. These resources are developed from a rich source of knowledge held and research conducted by our members nationwide.

Desired Skills and Qualifications

- Exemplary communication skills
- Exceptional people skills with experience working cooperatively with and managing volunteers
- Passion for the mission
- Enthusiasm to work with the community members supporting them to be successful in their volunteer efforts
- Computer savvy with experience in excel, google spreadsheets, Sign-up.com and other programs
- Accurate and detail oriented
- Understand the importance of working with confidential information
- Conscientious and provides follow-through on all areas of responsibilities

- Extremely organized, self-directed, and motivated
- Can work independently and also with a team in a positive manner
- Warm, compassionate and congenial in working with the public and other organizations

Location: The majority of the work can be done from home. Additionally, there are monthly, quarterly and annual meetings along with special events year-round to attend in-person.

Volunteer Staff Contact: Miriam Limov at mlimov@lwnvadacounty.org

Time/Date: Flexible hours based on the time of the year.

Time Commitment: 5-10 hours weekly.

Benefits of Volunteering: Spend your time working towards a collective vision of defending democracy. Know that your skills make a positive impact in our communities' education and involvement in our local government. Gain new skills, meet new friends, and have fun in the process!