

THE MUNICIPAL LEAGUE OF KING COUNTY CANDIDATE EVALUATION PROGRAM COORDINATOR

The Municipal League is a volunteer-driven, nonpartisan, nonprofit organization that works toward better government in King County. The League's mission is to promote government that is open, effective and accountable, and to improve the caliber of public officials and the quality of public decisions.

We are currently seeking a program coordinator to run our well-known Candidate Evaluation Program. This position is ideal for someone interested in local elections and who would like to gain valuable work experience the political arena. You will have the opportunity to meet many elected officials, learn more about the electoral process and work with others involved in politics and governance in King County.

For nearly 100 years, League volunteers have evaluated and rated candidates in selected local and state races according to our criteria of Character, Involvement, Effectiveness and Knowledge as opposed to political party, platform or position on specific issues. This year, 5-6 Candidate Evaluation Committees (CEC) composed of ~16 volunteers each will rate ~130 candidates running for local offices. Applicants are encouraged to familiarize themselves with the process via our website before applying.

The CEC Program Coordinator will work closely with CEC Chair and League Board to manage the tasks involved in CEC process. The Coordinator will organize volunteer recruitment, manage interns, work with volunteer committee chairs and communicate results to voters. A high attention to detail will be required as the Coordinator will maintain files and schedule interviews. This position has a high level of responsibility for the success of the program. This is a contract position running from April through July.

Responsibilities

- Manage all aspects of the Candidate Evaluation Program
- Support the CEC Steering Committee
- Help recruit 80-100 citizens interested in local politics to serve as candidate investigators
- Plan and execute three program information and recruitment nights around King County
- Recruit and manage 5-7 program interns
- Assist with training events, including scheduling speakers and prepping training materials
- Coordinate meeting times and locations
- Schedule candidate interviews and maintain candidate files
- Communicate with candidates for the timely return of questionnaires
- Provide program information to volunteers and candidates
- Assist Candidate Evaluation Committee chairs
- Handle committee logistics and materials
- Direct interns on creating initial background information files on candidates
- Assist volunteer candidate investigators on researching candidates
- Post candidate information and ratings on the League's website
- Draft press releases and other promotion materials related to recruitment and ratings
- Other program and organizational support as needed

Skills: Excellent organizational skills, a professional phone manner, ability to recruit volunteers, ability to meet daily deadlines, handle multiple tasks, work with a wide range of people, strong computer skills, exceptional attention to details, experience working with interns.

Qualifications: Must have project management experience working as the lead of an independent project. Should be helpful, cooperative, and motivated to provide support that meets the needs of the board, volunteers and the candidates. Familiarity with local politics and government is desirable. A commitment to our unbiased, nonpartisan candidate review process is a must.

Specifics: This is campaign-like position that requires a great deal of flexibility in work schedule and, at times, long hours. Some weeks will require evenings – particularly during the candidate interview weeks. \$2,000-\$2,400 per month DOE. Personal transportation required. Position runs April 1 to July 31 2010.

**Applications are due at the Municipal League offices, Tuesday, March 23, 2010 by 5:00 PM.
Interviews will be conducted soon thereafter.**

Interested applicants should submit a cover letter and resume to Matthew Stubbs by mail to the Municipal League at 810 Third Avenue, Suite 224, Seattle, Washington 98104. Or by email cec@munileague.org.