

Sacramento ACT Civic Engagement Intern

Sacramento ACT is looking for a passionate, committed individual who would support ACT's civic engagement efforts starting in August through mid-November 2012. This is a stipended position that would offer valuable experience mobilizing grassroots volunteers to engage infrequent voters of color in diverse Sacramento neighborhoods. ACT's civic engagement is a strictly non-partisan effort and will not involve endorsing or opposing candidates for public office. ACT will be working to support local and statewide revenue measures.

Major Responsibilities:

1. Work with ACT staff to coordinate volunteer sign-ups for phonebanking and canvassing
2. Set up, provide training for and supervise volunteers doing phone banking and precinct walking.
3. Manage and hold accountable volunteers and participating clergy
4. Enter and manage data for phonebanking and canvassing operations
5. Manage walk lists and canvassing process

Requirements (preferred):

1. Experience with volunteer recruitment and management
2. Experience working in a fast-paced environment under tight deadlines
3. A track record of setting and meeting goals
4. Experience working with low income and underrepresented communities
5. Experience working with religious congregations
6. Passion for social justice and a strong commitment to strengthening participation in the democratic process
7. Highly enthusiastic and creative with the ability to motivate others

Compensation: Intern will receive a stipend of \$500 for the 2-3 month period.

Hours: Primarily evening and weekend hours. 15-20 hrs/week, starting ASAP in August through mid-November.

Application Process: Submit resume, cover letter and two reference contacts to Alicia Ross, Executive Director of ACT at Alicia@sacact.org.