



## **Contract Project Manager Position**

The League of Women Voters of Tennessee (LWVTN) seeks a part-time project manager through 2022 to assist our organization expand and promote League activities through enhanced use of social media and public outreach in areas currently served by local league chapters and in specific Tennessee communities in which LWVTN would like to expand our outreach.

The project manager will work on a contract basis at the direction of the President of LWVTN and is expected to adhere to League policies, especially those pertaining to policies of non-partisanship.

### **Representative Tasks**

- Maintain a dynamic social media presence for LWVTN to promote key league issues and programs.
- Mentor and support league members to enhance social media activities in local league chapters.
- Secure candidate participation in 2022 for [www.vote411.org](http://www.vote411.org), the LWV online candidate guide, and promote its use in areas of the state that LWVTN has targeted for expansion.
- Identify community partners and coordinate voter service events, such as voter registration or candidate forums, in areas of the state without a current League presence. These might be either virtual or in-person events.
- Assist local leagues with events as requested.
- Participate in LWVTN board meetings, monthly LWVUS project calls, and other League committees as requested.
- Further the Diversity Equity Inclusion (DEI) goals of LWVTN in all activities.
- Assist with other tasks as needed to support the organization's mission and vision.
- Maintain monthly data reports of activities completed for LWVTN.

### **Skills Required**

- Good oral and written communication skills
- Ability to utilize social media effectively
- Ability to manage virtual events as well as online organizing
- Ability to do limited travel as needed within Tennessee
- Ability to communicate and connect with diverse groups
- Ability to comply with League policies, especially its nonpartisan policies
- Self-starter

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### **Compensation**

This will be a contract position; the hourly rate will depend on experience but is expected to be approximately \$25/hour. While the time commitment will vary depending on activities, it is anticipated to average 80 hours/month. Any required travel and related expenses will be reimbursed.

### **LWVTN Non-discrimination policy**

LWVTN is fully committed to diversity, equity, and inclusion in principle and practice. We welcome all applicants regardless of race, ethnicity, gender identity, or age. Both League members and non-League members are encouraged to apply.

### **To Apply**

Interested applicants should send a resume, contact information, and a brief writing sample to the LWVTN President, [president@lwvtn.org](mailto:president@lwvtn.org) by October 10, 2021.