



Associated Students of Western Washington University
AS Representation & Engagement Programs
AS Organizing and Outreach Coordinator

About the Position

The AS Organizing and Outreach Coordinator is responsible for coordinating voter registration, Get out the Vote efforts, and facilitating all organizing efforts on campus in collaboration with Western Votes, Washington Student Association, Washington Bus, and United States Student Association. This position is also responsible for educating the campus community about issues regarding the primary and general elections and student issues at the local, state, and federal level. The desired outcome of this position is to increase outreach and AS civic engagement efforts to all Western Students. This position is also responsible for educating the campus community about issues regarding the primary and general elections.

Position Classification

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

About the Department

The AS Representation & Engagement Programs (REP) exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels and to promote effective citizenship and civic engagement through services, programs, and collaboration.

Terms of Position

This position starts the Monday before summer classes begin and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.

- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Basic knowledge of department and position specific responsibilities.
- Knowledge of or experience with the voter registration process.
- Experience with campaigns
- Experience with managing and recruiting volunteers

AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner
by:
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
 - Attending all AS staff development events: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
 - Being knowledgeable of the AS organization and its general operations.
 - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

AS Representation & Engagement Programs Responsibilities Responsibilities

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:
 - o Maintaining 10 regular posted office hours per week as arranged with the REP team. However, some of those 10 hours could be spent in the field. Providing unbiased, nonjudgmental, and accurate information and services to students,
 - o Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals,
 - o Providing voter education and voter registration information.
- Ensure the smooth, effective operations of the Representation and Engagement Programs by:
 - o Attending weekly REP staff meetings, office check-ins, and any additional departmental activities,
 - o Promoting teamwork and collaboration throughout the REP office. Assisting with the coordination of activities, materials, and tabling schedules for all REP civic engagement events,
 - o Establishing and maintaining active working relationships with other REP team members.
- Develop and enhance the teamwork, communication, and effectiveness of the REP by:
 - o Planning short and long-term goals for the REP with office staff and the REP Director,
 - o Continually receiving feedback from participants of events and services,
 - o Maintaining continual communication with REP staff outside of meetings.

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- Foster working relationships with related campus and community resources by:
 - o Being aware of and participating in REP related events.
 - o Fostering and enhancing working relationships and communications with Western Votes and other civic engagement organizations on campus.

Position Responsibilities

- Register and encourage students to vote in primary, general, and special elections by:
 - o **Coordinating with the AS REP Director and Western Votes in planning fall quarter voter education and registration events**
 - o Participating in relevant campus events, including but not limited to Transitions, SummerStart, Red Square Info Fair, etc
 - o **Reaching out to the student body by such means as tabling and contacting classes, departments, residence halls, clubs, committee members, and other organizations**
 - o **Ensuring the coordination of the move-in weekend voter registration drive**
 - o **Carrying out the Fall Voter Registration and Get Out The Vote Plan**
 - o **Coordinating with the AS REP Director in establishing and maintaining a training system,**
 - o **Working with the Washington Student Association and Washington Bus to facilitate trainings as needed**
 - o **Training, providing oversight, and scheduling hourly voter registration staff**
 - o Coordinating with AS REP Director and Western Votes to carry out a spring voter registration drive
- Ensure the success of United States Student Association and Washington Student Association Campaigns and Actions by:
 - o **Working with the WSA Organizing Director and USSA West Coast Organizer to stay up the date on campaigns**
 - o **Coordinating with the REP and Western Votes to plan actions in sync with USSA and WSA campaigns**
 - o **Coordinating with the USSA Legislative Director to plan actions in accordance with activity occurring in Washington, DC.**
 - o Participating In conference calls pertaining to USSA and WSA campaigns and report back to Western Votes and the Vice President for Governmental Affairs
 - o **Advertising USSA and WSA actions and conference opportunities by using email groups, Facebook (and other social media websites), tabling, class raps and other forms of outreach**
 - o Assisting the Vice President for Governmental Affairs In the planning, organizing, and execution of Western participation In USSA and WSA conferences and meetings
 - o Having the opportunity to attend WSA and WSSA meetings and conferences state and nationwide
 - o Delegating USSA and WSA actions/campaigns to the Vice President for Governmental Affairs and Western Votes Exec during Voter Registration Drive and Get out the Vote Efforts In fall because that Is the biggest priority.
- Ensure student participation In legislative session by:
 - o Helping with outreach to students about Viking Lobby Day registration
 - o Assisting the Vice President for Governmental Affairs In coordinating other student groups and Associated Student offices that are hosting a lobby day In Olympia
 - o Coordinating with Legislative Liaison to collect student testimony and story cards
 - o **Coordinating with the AS REP Legislative Liaison during session to plan actions in accordance with activity occurring Olympia**

- o Coordinating with Legislative Liaison to write a blog post and raising awareness about activity occurring in Olympia
- Ensure recruitment and retention adequate of Western Votes volunteers by:
 - o Outreaching to students at relevant campus events, including but not limited to Transitions, SummerStart, Red Square Info Fair, etc about Western Votes,
 - o Coordinating with residence halls and Western Votes exec to have a Western Votes representative for each Hall Council and they have the tools they need to outreach to their communities
 - o Attending Western Votes meetings
 - o Updating the volunteer base through regular social media updates such as Facebook, email, or other social media websites
 - o Helping the Western Votes exec board facilitate trainings during the Western Votes meetings as needed
- Educate the campus community, in a non-partisan manner, about the issues and candidates on the ballot by:
 - o Coordinating with Residence Life to host programs in Residence Halls,
 - o Hosting at least one campus-wide educational event such as a forum or presentation
 - o **Researching issues and candidates that will be on the ballot**
 - o Creating and distributing voter education materials
 - o Publicizing the election and reminding the campus of the importance of voting
 - o Assisting AS REP Staff in planning and implementing election-related events
 - o Coordinating with the REP and Western Votes to increase access through promotion of the ballot box and the staffing of the ballot printing station

Salary

This position will receive \$7,428 per position term (approximately \$296 twice per month).

Reportage

This position reports directly to The Representation and Engagement Programs Director and reports information to the AS Board of Directors through the AS VP for Governmental Affairs.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised February 5th, 2105.