

JOB DESCRIPTION: LOCAL ELECTION SUPERVISOR

(5 positions available in Berkeley, LA, Houston, D.C., and NYC)

About Pacifica Foundation

Pacifica Radio (www.pacifica.org) is the oldest network of independently operated, non-commercial, community-based, listener-supported radio stations in the United States. The five member stations are KPFA (Berkeley, CA), KPFK (Los Angeles, CA), KPFT (Houston, TX), WPFW (Washington, D.C.), and WBAI (New York, NY). It is the only listener-supported, independent media network in which both listener-members and staff-members (paid and unpaid) have the opportunity to be involved in the decision-making process with respect to the station's budget, programming and policies via the local station board.

About the Election Process

Each Local Station Board (LSB) is composed of 24 delegates and 12 are elected to serve on the board each election cycle. These 12 delegates are elected to the board through two simultaneous elections, one among staff-members (staff elect 3 staff delegates) and one among listener-members (listeners elect 9 listener members). The Local Election Supervisor (LES) is charged with supervising these two simultaneous elections.

Duration: June 1st – November 15th

Hours of work: some daytime, weekend, and evening hours necessary. Overall average will be part-time, though during crunch times before certain deadlines, work will be full-time.

Compensation: \$6,000 - \$8,000 depending on experience and possible election extension paid in bi-monthly installments.

Primary Responsibilities: Each LES will report directly to the National Election Supervisor (NES). Together they are responsible for the election being conducted in the fairest possible manner. The NES will train each LES and provide templates and guidelines to be used throughout the process. Please note that while there is a strict election timeline, each LES will need to be flexible and creative with respect to each task. The position has several distinct phases with various responsibilities.

Phase I: Nomination Period

- Raise general awareness about the election on-air, in the local station community and online.
- Inform both listener and staff members about how to become a candidate and the deadline to renew their membership to be eligible to vote and/or run as a candidate.
- Verify the eligibility of candidates, validate their submitted materials and the required petition signatures and finalize the list of eligible candidates.

Phase II: Campaign Period

- Continue the promotion of the election process.
- Assist the NES with auditing and correcting the list of eligible staff and listener voters.
- Coordinate the recording of candidate on-air statements and ensure they are aired both regularly and fairly by radio station staff.
- Organize and moderate on-air and in-person candidate forums and community meetings to give voters opportunities to meet and hear from the candidates.
- Enforce Pacifica's Fair Campaign Policy, investigate allegations of violations, issue warnings, or more severe penalties up to and including revoking a candidate's eligibility.

Phase III: Voting Period

- Continue the promotion of the election and encourage staff and listener members to vote.
- Continue coordination of on-air and in-person candidate forums and the enforcement of Pacifica's Fair Campaign Policy.
- Process missing ballot requests, verify voter eligibility.
- Recruit and train volunteers for the ballot count.

Phase IV: Wrap Up

- Submit a detailed final report to the NES chronicling the 2015 local election process.

**Please note, if quorum of ballots have not been returned by the required date the voting period may be extended for up to four (4) weeks. In this event, a major publicity campaign, both on-air and by phone may be needed to reach quorum and will also extend the ballot count.*

Skills & Experience

- Previous experience in community organizing, grassroots advocacy or electoral campaigns required;
- Excellent organizational skills and self-motivated with the ability to solve problems creatively and prioritize tasks in a fast-paced, campaign work environment;
- Strong communication skills, both written and verbal;
- Excellent interpersonal skills and experience preparing and delivering public presentations. You know how to actively listen, clearly convey ideas and direction, and motivate others;
- Ability to work with people from diverse backgrounds and cultures; Proven ability to work both independently and in close coordination with a local and remote team
- Proficient in standard computer applications, email, the ability to quickly learn and use various online platforms and databases to complete tasks and submit reports.
- Ability and willingness to be assertive to ensure that election policies are followed by paid and unpaid, volunteer station staff.
- Patience, perseverance, a sense of humor, and a thick skin.

Additional Beneficial Skills

- Familiarity with “Single Transferable Vote” (STV) or “Choice Voting”
- Spanish-language proficiency, fluency a plus (*particularly in the KPFK, Los Angeles station area*)
- Media production (*particularly audio*)
- Booking and event promotion
- Note: For KPFK, Los Angeles, Spanish bilingual desirable

How to Apply

To apply, send a cover letter, resume/CV and a list of 3 references to the attention of Lynne Serpe, National Election Supervisor, at nes2016@pacificafoundation.org Please Indicate which station you are applying for and include “Local Election Supervisor + Your Name” in the subject line of your email.

Application Deadline: Interviews begin on May 16, 2016 and shall continue until position is filled

Pacificafoundation.org is an equal opportunity employer and strongly encourages applications from women, people of color, persons with disabilities and veterans.