



**Position:** Organizing and Policy Department Electoral Intern  
**Reports To:** Policy and Organizing Director  
**Duration:** Flexible based on school requirements  
**Hours:** Flexible (5 - 10 hours/week or based on school requirements)  
**Salary:** Unpaid

### **Organization Description**

OutFront Minnesota is the premier organization advocating for and serving lesbian, gay, bisexual, transgender, and queer (LGBTQ) Minnesotans. OutFront Minnesota's mission is to create a state where LGBTQ people are free to be who they are, love who they love, and live without fear of violence, harassment, or discrimination. We are leading Minnesota toward LGBTQ equity through a combination of public policy, legal and individual advocacy, and education.

### **Summary**

The Organizing and Policy Department Electoral Intern position is perfect for an individual who wants to learn about electoral organizing and event planning that celebrates and supports intersectional identities. The intern will possess excellent writing and oral communication abilities and attention to detail. The ideal candidate will be organized, dependable, and creative.

**Primary Responsibilities** – The Electoral Intern will work with the Director of Organizing and Policy and other staff to accomplish these tasks:

- Develop and update electoral engagement materials for trainings
- Assist in organizing and coordinating annual events and special events (i.e. fundraisers, field trips, etc.)
- Attend and/or assist in various presentations
- Event planning and day-of activities
- Training and mentor volunteers in electoral work
- Attend PAC meetings and support PAC activities
- Assist in the planning of lobby day, get out the vote and pride electoral work
- Research and update candidate records
- Data entry and recording of voter information and volunteer information
- Other tasks assigned as needed

### **Qualifications**

- Commitment and ability to work well within the LGBTQ and allied communities
- Excellent written and oral communication skills
- Data entry experience and attention to detail
- Able to meet deadlines and maintain confidentiality when working with donor information
- Willing to take ownership of projects and work independently
- Strong research skills

To apply, send cover letter (with references) and resume to James Darville, Policy & Organizing Coordinator, at [james@outfront.org](mailto:james@outfront.org).

LGBTQ people of color and trans/transgender/gender non-conforming people are encouraged to apply.