



Communications Intern

About Us

OR RCV is an organization fighting for more democratic and equitable elections - primarily by enacting ranked choice voting (RCV) at the local, statewide and federal levels. As the first vote-by-mail state, a pioneer in automatic voter registration, and in many other ways, Oregon is a national leader in elections. We believe that given the national unrest around elections and democracy, we must again help lead the way in transitioning to a smarter, more democratic elections system: RCV.

OR RCV works on a coalition model – while we are also an active participant in public communications, electoral, and legislative work, we are focused on building and supporting a diverse table of allies to lead the way to enact these changes.

The Communications Intern will help the day to day public communications of our coalition. You coordinate with OR RCV leadership and coalition members to execute digital media strategies, and equip coalition members with the right tools and training to ensure the message is amplified effectively by many voices, targeted to the right audiences, and delivered at the right time.

The role will be focused on passing HB 2004 during the 2023 legislative session.

Compensation + Benefits:

- \$20/hour
- 12-18 hours/week, flexible schedule
- Duration: At minimum through mid-May of 2023
- Position will be remote, with occasional in-person events or meetings
- Reports to: Communications Coordinator

Job Description

Summary:

Assists with OR RCV public communications through:

- Acting as a part of the communications team
- Developing written and digital content for OR RCV and partner organizations
- Supporting coalition partners to effectively deliver our message

Job responsibilities:

- Maintain social media presence and create social media content to promote ranked choice voting and HB 2004 on Twitter, Facebook, and Instagram
- General social media planning, research, reporting and coordination as assigned
- Assist in planning, writing, and managing newsletters to targeted email lists using MailChimp
- Track earned media articles and op-eds about ranked choice voting throughout Oregon
- Update and edit the Oregon Ranked Choice Voting website with events, earned media, and endorsements
- Assist with creating presentations, talking points, FAQs, fact sheets, and media materials
- Support team with communications requests, as needed
- Other duties as assigned

Qualifications:

- Experience managing social media platforms and creating social media content for Twitter, Facebook, and Instagram
- Ideal candidate has some working knowledge of online tools (i.e. MailChimp, website management, etc.)
- Genuine enthusiasm for creating compelling communications and educational materials to support ranked choice voting and election reform
- Self-starter, good time management, creative, with ability to communicate in a professional manner
- Ability to work well independently, and within a team
- Ability to work remotely

Email caroline@oregonrcv.org with “**Communications Intern**” in the **subject line**, and

- a **resume**,
- a **brief cover letter** explaining your interest in this role and your qualifications
- **three samples** of prior communications content – any mix of persuasive writing, social media posts, graphic design, or other content you think showcases your skills!