CANDIDATE FORUM COORDINATOR

Job Description

The Candidate Forum Coordinator is responsible for the development and implementation of the League's Candidate Forums for local elections as appropriate, including General Elections, Municipal Elections, Santa Fe Public School Board Elections and Santa Fe County College Board Elections.

Duties to include:
- Present to the Board of Directors the Candidate races for selection for Candidate Forums
- Determine at least three dates and times for the Candidate Forum for each targeted race in consultation with the local news media.
- Contact candidates to confirm that they want to participate
    - Send out confirmation letters that include the date, time and venue.
    - Send out reminders to candidates a few days before the forum.

- Meet with the local news media to collaborate on Candidate Forums
    - Determine venue including accessibility, costs and internet access.
    - Assure, working with the local news media, that the facility can accommodate audio visual equipment.
    - Working with local news media audio visual person, set up video recording and streaming service.
    - Arrange advertising of forums with local news media.

- Logistics
    - Recruit volunteers to assist with forums, i.e., moderator, screeners, greeters, questions gatherers
    - Gather materials, i.e., tablecloths, place cards, 3x5 cards, pencils, water, etc. for candidates
    - Develop questions for candidates in advance to be available if needed.

- Report monthly to League's Board of Directors during election season.

Supervision: Oversight of the Candidate Forum Coordinator is the responsibility of the VP of Voter Services.

Time Requirements: September and mid-October, average of 1 to 2 hours/week