



## **PROGRAM MANAGER FOR THE VOTER GUIDE**

### **Job Description**

**Role:** Develop and produce online and print Voter Guides for local elections as appropriate, including General Elections, Municipal Elections, Santa Fe Public Schools Board and Bond Issue Elections, Santa Fe Community College Board Elections and any special elections that are held in Santa Fe County. The Manager will have the support and assistance of the VP of Public Relations and Communications.

#### **Duties include:**

##### **Voter Guide General:**

- Obtain lists of candidates from the Secretary of State.
- Check lists for correct candidate contact information.
- Determine questions for candidates for local elections.
- Present questions for local candidates to League Leadership Team.
- Coordinate with state League's Vote411 Committee for candidate questions for Federal and State candidates.
- Present progress of the Voter Guide to the Board of Directors.

##### **Vote411 Online Voter Guide (Recommend Hiring Contractor to assist)**

- Edit and send questions to candidates with due dates.
- Follow up to make sure that responses were received.
- Learn Vote411 data base platform.
- Upload and download required data to the platform.
- Meet with State League Vote411 committee as scheduled.

##### **Printed Voter Guide**

- Meet with local news media to schedule publication of Voter Guide and determine details of publication (number of pages, copies, etc.).
- Download data from Vote411 and format for publication in the local news media.
- Send text file and photo file to the local news media.
- Coordinate distribution with VP Voter Services.

##### **"Who's Who" Directory:**

- Develop and maintain a directory of elected and appointed officials who serve Santa Fe County and download it to the Voter Services webpage.

**Supervision:** Oversight of the Voter Guide Program Manager to include training and assistance is the responsibility of the VP of Voter Services.

**Time commitment:** During election cycles (local, general and primary) 9 hours/week (average)

**Requirement:** Basic computer skills.