City of Los Angeles

Department of Neighborhood Empowerment

**Election Manager**

**Temporary Exempt Opportunity**

**Rate:** $ 2,000.00 Flat Fee

Since its establishment in 1999, the Los Angeles Department of Neighborhood Empowerment (Empower LA) has grown into the nation’s largest and most innovative initiative in civic engagement and citizen-based government. Through a network of 96 Neighborhood Councils, the City promotes public participation in government and works to improve government responsiveness to local concerns.

**Duties: (estimated hours)**

* Create an outreach plan and budget (4)
* Provide customer service to candidates and voters (20)
* Respond to e mails, calls and requests for assistance (10)
* Audit election documents (2)
* Work with the I.E.A., outreach chair and treasurer on elections items (6)
* Coordinate design, printing and distribution of election materials (10)
* Recruit poll volunteers ( 5)
* Plan election day events (10)
* Plan town hall/candidate forums ((10)
* Attend all board, election and outreach committee meetings (10)
* Plan candidate recruiting events (40)
* And more

Funds will be deducted directly from the Neighborhood Council’s account following Board approval.