

**Role:** Volunteer Coordinator (Political)

**Purpose:** Santa Cruz City Council Candidate Campaign – District X – November, 2022

**Type:** Volunteer

**Start Date:** Immediate

**End Date:** November 8, 2022

**How to Apply:** [www.greghyver.com/staff-recruiting](http://www.greghyver.com/staff-recruiting)

### **About the Role**

Would you like to manage a diverse group of volunteers in support of a political candidate for Santa Cruz City Council? We are seeking a high-energy team player to support one of the most unique, transformative and disruptive city council campaigns ever to wash up onto the shores of Santa Cruz, California. You should be an excellent multi-tasker, organizer, leader and nuts-and-bolts participant, with sufficient spare time in your life to fill this volunteer role. This position launches in April, 2022, and terminates on November 8, 2022 (voting day). You must be ready to commit your precious time and passionate spirit to the campaign's candidate and platform. For many, this will be an important "foot-in-the-door" to launch you into the world of local politics, to develop and dry run the basic skills required to effectively coordinate a team of volunteers in roles established by members of the campaign staff. We do not require prior political campaign experience in a volunteer coordinator capacity—only the eagerness to learn together, and the skills and devotion necessary to meet campaign goals and objectives. You will report directly to the Campaign Manager, yet engage with all members of the staff in the setting of your team's mission and tasks.

We are seeking candidates who do not hold any allegiances to a particular political party (nonpartisan), who still have open minds and who can think critically for themselves, who question authority, who challenge censorship, who distrust establishment politicians, who believe in individual freedom of choice over a massive government making those choices for us, who understand that a plurality of ideas serves societies better than a single idea emanating from a single political organization or uni-party, and who are ready to stand up to help us deliver our message across the Santa Cruz community.

### **Responsibilities**

Oversees all aspects of the volunteer program including:

- Establishing and managing the volunteer recruitment infrastructure
- Ensuring that all volunteers understand the basic principles of the Nonpartisan Movement
- Establishing a volunteer's "rules of conduct" that each volunteer receives and agrees, reads and agrees to before becoming a member of the team
- Training volunteers to fill unfamiliar roles
- Creating and maintaining a volunteer pool composed of the skillsets necessary to support any event type or campaign action requiring volunteer participation
- Maintaining a pool of "on call" volunteer backups to avoid event shorthandedness
- Staffing events designated by the Campaign Manager with the appropriate number of volunteers and mix of skillsets required to meet the objectives of the event
- Creating and maintaining an online calendar of events to inform registered volunteers of future opportunities, volunteer gaps and volunteer commitments
- Attending weekly staff meetings and reporting on various aspects of the volunteer program (what's working / not working, # and growth of volunteer pool, challenges ahead, needs, etc.)
- Creating and maintaining the database of active volunteers that includes contact information, skillsets, availability and interests

## Position Requirements

- Nonpartisan (not loyal to any political party)
- Committed through November 8, 2022
- Support the platform and spirit of the campaign
- Has an interest in the political process and seeks greater involvement in political campaigning
- Managed at team of ten or more people (preferably composed of volunteers, but not required)
- Excellent planning, organizational, scheduling, management, team-building, and motivational & leadership skills
- Stays relaxed under fire
- Friendly, outgoing (*people person*), positive, proactive, communicative and critically-thinking
- Willing to commute to the City of Santa Cruz, when necessary
- Availability to physically attend the major campaign events, if called upon
- Willingness to sign a Unilateral Non Disclosure Agreement (NDA) to protect sensitive campaign information
- Can start immediately

## Preferred Qualifications (Not required)

- Bilingual (English / Spanish)
- Robust network of Santa Cruz resident and related community connections
- Has organized and managed community events requiring set up and staffing
- Has participated in past, city or county political campaigns in any role
- Has basic knowledge of the local issues that are impacting the Santa Cruz community
- Lives in Santa Cruz County

If interested, please submit your resume (PDF or link) highlighting your relevant skills and a short cover letter statement (optional) on why you feel you would be a great candidate for this role. This position shall remain open until filled. Thank you.

2022 is going to be an exciting year for Santa Cruz politics. We hope you can join us.