Vote Everywhere Ambassador — Position Description

Supported by: the Andrew Goodman Foundation & the Morgridge Center for Public Service

**Vote Everywhere** is a national, non-partisan, civic engagement movement of student leaders and university partners. The program provides extensive training, resources, as well as a peer network to support its Campus Champions, Team Leaders, and Ambassadors. These key players work together to register voters, bring down voting barriers, and tackle important social justice issues on their college campuses.

The Ambassador holds the Vote Everywhere internship for emerging leaders with the potential for multi-year renewal. The Ambassador receives ongoing leadership training and support from the Vote Everywhere Program Manager and the Morgridge Center for Public Service. Ambassadors develop the leadership skills, confidence, and strategic problem solving necessary to affect change on campus and beyond.

Because The Andrew Goodman Foundation collaborates with colleges and universities to bring Vote Everywhere to campuses, the Ambassador will report directly to both the Vote Everywhere Program Manager and the Campus Champion, a representative of the campus staff or faculty.

The Ambassador works ~5 hours/week on a self-made schedule and receives an annual stipend of $1,000, made in two payments, one at the end of each semester.

**Vote Ambassador Duties & Responsibilities:**

- Commits at least an average of five hours per week toward Ambassador responsibilities, such as check-in calls, team planning meetings, or campus events
- Communicates regularly with the Campus Champion to provide updates on events, activities, and overall progress
- Ensures voter registration, voter education, and Get Out the Vote (GOTV) efforts are a well-organized, visible, and institutionalized part of campus life
- Holds on average two voter registrations events per month with the expectation of conducting more drives to accommodate peak election periods, the size of the student population, and team goals
- Organizes, partners, and mobilizes like-minded students, clubs, and organizations around voting and social justice issues
- Assists in the recruitment and mentorship of volunteers and future Ambassadors at UW-Madison
- Develops, improves, and employs existing leadership skills, including communication and public relations, community organizing and outreach, and strategic campaign planning
- Represents The Andrew Goodman Foundation and the Morgridge Center for Public Service on campus and in the surrounding community, including crediting The Andrew Goodman Foundation in marketing materials, on a team website, and in media features
- Articulates the mission and vision of Vote Everywhere by connecting on-campus efforts to the history of the Civil Rights Movement and the legacy of Andrew Goodman, Michael Schwerner, and James Chaney
Vote Everywhere Ambassadors have:

- **Capacity and time to devote to the program.** Vote Everywhere requires Ambassadors to dedicate at least five hours a week to the program. Campus Champions should check with potential Ambassadors to see if the program will fit into their schedules.

- **Prior connections on campus.** Ideal candidates are active in student groups, student leadership, residential life, or civic engagement.

- **Demonstrated interest in civic engagement, registration, and voting.** Potential Ambassadors are active in political or policy work and have prior voter registration or internship experience.

- **A sense of initiative and the ability to collaborate.** Teamwork is a key to the success of Vote Everywhere program on campus.

- **Potential and interest to grow.** Vote Everywhere aims to build and cultivate student leadership. Students who have not had significant leadership experience may benefit from the program, mentoring, and working with a strong Team Leader.

To apply for this position, send a resume and cover letter to Megan Miller at employment@morgridge.wisc.edu with “Vote Everywhere Ambassador” in the subject line. The priority application deadline is Sunday, April 30.

The University of Wisconsin-Madison and the Morgridge Center for Public Service is committed to providing equal opportunity in employment and advancement to all qualified individuals and, in accordance with applicable federal and state statutes and regulations, to prohibit discrimination in employment on the basis of race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, genetic information, disability, military service, protected veteran status, honesty testing, arrest record, or conviction record. The equal employment opportunity policy covers all aspects of the employment relationship including, but not limited to, recruitment, interviewing, screening, testing, selection, placement, evaluation, transfer, promotion, tenure, compensation, benefits, training, layoff, and/or dismissal in all job titles. For more information about the Office for Equity and Diversity’s Affirmative Action Policy, visit http://www.oed.wisc.edu.

Since its opening in 1996, the Morgridge Center for Public Service has aimed to connect campus and community through service opportunities and service learning to engage students in civic engagement. We strive to provide a safe, comfortable, and accepting atmosphere for everyone. As a close partner and next-door neighbor to the Multicultural Student Center and the LGBT Campus Center, we pride ourselves on being an equal opportunity employer. We encourage service-oriented students to consider being a part of our family.