



**U.S. Election Assistance Commission**  
**1335 East-West Highway, Suite 4300**  
**Silver Spring, MD 20910**

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## **Poll Worker Project Intern**

### **INTRODUCTION**

This position is located in the U.S. Election Assistance Commission (EAC), Research Division. The Division is seeking a project intern (up to 20 hours per week) to perform research and help implement various media activities designed to educate the elections community on how to recruit, train and retention election poll workers. Ideally, the intern will work on a 12-month program assignment.

### **U.S. ELECTION ASSISTANCE COMMISSION**

The EAC is an independent bipartisan agency created by the Help America Vote Act of 2002 (HAVA). It assists and guides states and local election administrators in improving the administration of elections for Federal office.

The EAC provides assistance by dispersing Federal funds to states for replacement of voting systems and for election administration improvements, adopting voluntary voting system guidelines, and serving as a national clearinghouse and resource of information regarding election administration. The EAC Poll Worker Program Initiative, taking place over the course of a year, is a priority for the Research Division and will assist election officials as they prepare to recruitment and train poll workers for the upcoming 2016 general election.

Recruiting, training and retaining good poll workers to help administer elections is a critical task and one which most election officials find a continuing challenge. The EAC Poll Worker Program Initiative, taking place over the course of a year, is designed to assist election officials as they prepare to recruitment and train poll workers for the upcoming 2016 general election.

In 2007 EAC created a Guidebook on Successful Practices in Poll Worker Recruitment, Training and Retention based on a 17-month applied research study. At the time the Guidebook was distributed to over 7,000 local election jurisdictions. While the basic ideas and principles described in the Guidebook have remained unchanged a great deal of turnover in the elections field has occurred and the methods for gathering and sharing information about best practices has improved since 2006-2007.

In 2013 EAC conducted a series of three webinars featuring election officials speaking on the topics of poll worker recruitment, poll worker training and poll worker retention. Following on the three webinars a Quick Start/Quick Tip brochure "6 Tips to Employ Effective Poll Workers" was created and became available in July 2014.

### **DUTIES AND RESPONSIBILITIES**

The Poll Worker Project Intern's primary work activities will include:

1. Updating certain information contained in the 2007 Guidebook on Successful Practices in Poll Worker Recruitment, Training and Retention by gathering specific types of poll worker best practices information from around the country;
2. Coordinating and helping develop a monthly EAC webinar series on poll workers;

3. Coordinating and helping develop a series of Poll Worker talks done by election officials implementing innovative ideas to recruit and train poll workers;
4. Creating a website portal for an online community to exchange ideas relating to poll worker recruitment, training and retention, and;
5. Developing and helping execute a marketing effort that encourages local election officials from around the country to become involved with the EAC poll worker program.

## **QUALIFICATION REQUIREMENTS**

To apply you must be:

- A U.S. Citizen;
- Currently enrolled or accepted for enrollment as a degree seeking student and taking at least a half-time academic course load in an accredited graduate or professional school; and
- In good standing with an accredited institution.

Successful candidates will possess strong research, writing, and oral communication skills; experience operating various online forms of communication (webinars, websites, social media, etc.); be organized, detail-oriented, and self motivated; and demonstrate a willingness to be diplomatic, flexible and creative in addressing challenges. A background in public administration, an interest in elections, and experience in teaching or with adult training will be a plus.

## **COMPENSATION**

The rate of pay will be \$15.00 - \$20.00/hour, depending on education level and qualifications.

## **HOW TO APPLY**

Interested candidates must submit their resume with a cover letter and references by Monday, September 28, 2015. In addition, a writing sample of no more than 2 pages is requested. With the project commencing on October 5, interviews are anticipated to take place beginning Tuesday, September 29.

Please send application materials to [resumes@eac.gov](mailto:resumes@eac.gov).

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.