

## National Election Supervisor

Pacifica Foundation is accepting applications for the position of National Election Supervisor to supervise Pacifica's 2018 Local Station Board Elections for all five of Pacifica radio stations in accordance with the Pacifica Bylaws.

We invite interested individuals to apply for this position until it is filled. Your application should include a resume, summary of your history with Pacifica and its elections (if any), and why you believe you would be a good fit for this position.

Primary considerations in the selection process include not only competency to handle the varied duties, but also an ability to be fair and impartial, and to be perceived by different factions and election slates to be fair and impartial.

### **Job Description: National Election Supervisor (NES) Pacifica Foundation 2018**

Temporary Position Starting June, 2018

Salary: Salary DOE/month for approximately 5-6 months

Location: May be performed remotely from home or office

Position Description:

The position reports to the Executive Director. The NES is responsible for overseeing and certifying the fairness of the Delegates elections in each station area.

Duties and Responsibilities:

- Work with General Managers, Program Directors and Development Directors at each station to ensure a fair election.
- Develop a budget for the elections to the Executive Director
- Hire and supervise Local Election Supervisors to supervise the election at each station.
- Ensure with General Managers, that voter lists are clean and de-duped and separated by listener and staff categories without duplication.
- Prepare and maintain detailed election web pages for all 5 stations.
- Assist the Executive Director in selecting a balloting company.
- Initiate the design (subject to Executive Director review), print, and mail candidate statement pamphlets, simple voting instructions, paper ballots, including a fundraising appeal.
- Work with balloting and tabulation company to design and plan electronic balloting and certify results of the election. This would include dissemination of information about candidates and collection of valid email addresses for members and use of opt-in procedures where practicable.
- Provide replacement ballots as necessary.
- Prevent ballot stuffing; verify valid ballots.
- Verify that quorum has been achieved in each election by the corresponding deadline(s).
- Supervise the nomination process and "fairness" of the elections.
- Ensure that LES's coordinate and supervise candidate forums with the assistance of local station personnel.
- Monitor and enforce fair campaign provisions, including processing

complaints of violations.

- Ensure that LES's work with local station management to ensure adequate promotion of the elections on air.
- Provide a written report within one month of election certification that includes a financial report, reports from each LES on elections at their stations, a summary of information to help future NES's.

**Knowledge, Skills and Abilities:**

- Ability to hire and supervise LES's.
- Excellent writing, analytical and problem-solving skills.
- Knowledge of principles and practices of organization, planning, records management and general administration.
- Ability to follow oral and written instructions and maintain effective communication with supervisor about work progress and other important information.
- Ability to prioritize diverse tasks, meet deadlines, and hold self accountable for following through with tasks in due time.

**Minimum Qualifications:**

- Experience with election procedures and supervision, recommendation from an organization experienced in election procedures and supervision preferred.
- May not be an employee, paid or unpaid, nor a Delegate, Officer or Director of the Foundation, any Foundation radio station or any LSB.
- Must be computer literate.
- Knowledge of principles and practices of basic office management and organization.
- Knowledge of the basic principles and practices of data-management.
- Ability to work well either alone or as part of a team.
- Must be reliable, accountable, and communicative.

Pacifica is an Equal Opportunity Employer

Email, mail or FAX resumes or inquiries to:

Email: [ed@pacifica.org](mailto:ed@pacifica.org).

Or, mail to: Pacifica Foundation

1925 Martin Luther King, Jr. Blvd.

Berkeley, CA 94704

Or, Fax to: 510-849-2617

Be sure to include in Subject or Attention line: NES Position

Please — No Phone Calls — Thank You