



Title: National Election Supervisor for the Pacifica Foundation's Delegate Elections 2024

Employment Type: Full-time contract position

Length of Contract: March 1, 2024 - October 31, 2024

Compensation: DOE

Reports To: Pacifica Foundation Executive Director

The Pacifica Foundation was founded in 1946 and is a non-profit organization providing educational services through listener-supported community FM radio. There are five listener-supported FM radio stations in the Pacifica network: KPFA Berkeley, KPFK Los Angeles, KPFT Houston, WPFW Washington, DC, and WBAI New York and a network of over 250 Affiliate stations.

Pacifica is dedicated to education, free speech, peace, social justice, and cross-cultural understanding. Pacifica's national and local boards include elected delegates of listener and staff members.

JOB SPECIFICATIONS Duties, Tasks, and Responsibilities

- Work with General Managers, Program Directors and other key staff at KPFA, KPFK, KPFT, WBAI and WPFW to ensure fair elections.
- Develop an election budget for the Executive Director.
- Develop an election timeline in accordance with the Pacifica Foundation's Bylaws.
- Ensure with the stations' General Managers that staff and listener member lists are clean and de-duped and separated by listener and staff categories without duplication.
- Assist the Executive Director in selecting a balloting company and coordinate ballot issuing/reissuing throughout the process.
- Work with the balloting and tabulation company to design and plan electronic balloting including providing clean membership lists.
- Maintain and monitor an election hotline to provide members support throughout the election.
- Design ballot materials, candidate statement pamphlets, voting instructions.
- Maintain an updated website with updated election information throughout the election cycle.
- Facilitate candidate nomination process.
- Develop and coordinate candidate on-air forums with the assistance of local station personnel.
- Develop fair campaign provisions, including processing complaints of violations.
- Produce radio PSAs to promote each phase of the election.
- If Local Election Supervisors are required, recruit and train one at each station.
- Attend and report on progress of election at virtual meetings, many are held in the evenings and weekends to accommodate the volunteers' schedules.
- Provide detailed report of election for distribution within 30-days of close of election.

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Successful Candidates must demonstrate the following:

- 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 the Executive Director about work progress and other important information.
- Ability to prioritize diverse tasks, meet deadlines, and hold oneself accountable for following through with tasks in due time.
- Expertise in using data processing software to manage and track large amounts of membership records.
- Experience working with grassroots organizations.
- Experience maintaining websites.
- Experience with recruiting, training and supervising staff and volunteers.

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 of the Foundation's radio station or any Pacifica Local Station Board.
- 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.

The Pacifica Foundation is an EQUAL OPPORTUNITY EMPLOYER. Pacifica Foundation does not discriminate on the basis of race, color, ancestry, religious creed, national origin, ethnicity, gender, age, marital status, disability, medical condition, or sexual orientation. Women and minorities are encouraged to apply.

Email resume and cover letter to the Pacifica Foundation's Executive Director at ed@pacificafoundation.org. Applications must be received by COB February 26, 2024. Position will begin March 1, 2024.

Please include the following information in your cover letter:

1. Requested compensation.
2. Three top reasons why you are interested and qualified for the position.
3. Review the Pacifica Bylaws (found on pacificafoundation.org) and answer the following: How many simultaneous parallel elections constitute the Pacifica Delegate elections?

No phone calls, please.