

close the gap

TALENTED WOMEN WANTED



Produce Events, Recruit Candidates, Write, Illustrate & Edit



close the gap CA, a campaign to recruit accomplished, progressive women to run for the California legislature in 2016, seeks creative, energetic volunteers to join us. We seek organized, reliable individuals who are interested in learning and contributing while being part of a winning enterprise. Great positions for those looking to re-enter the workforce in the near future. Experience working in political campaigns a plus, but not necessary.

10 to 15 hours/week with flexible hours in office and at home. Two-hour in-office requirement on Tuesdays from 10 to noon for team meetings. If you are interested in volunteering, please send your resume and a cover note to alice@closethegapca.com.

1. Volunteer Coordinator: recruits, interviews and assigns volunteers as needed. Works with staff to assess where volunteer assistance is required. Skills required: database creation and data entry, online ad creation and writing, good phone manner, solid organizational skills and attention to detail.

2. Assistant Event Producer: assists with planning and logistics for events. Creates collateral materials and invitations, information packets, attendee rosters, etc. Supports and assists the event producer in managing special guests, speakers, site personnel, caterers and tech set ups.

3. Fundraising Assistant: writes and edits snail mail and online solicitations, inserts and updates. Organizes and maintains current donor database. Supports the fundraiser in the production of small donor briefings and larger fundraising receptions.

