



## **Program Fellow Description**

We are currently looking for a Program Fellow to assist in expanding the Committee of Seventy's programming. The Program Fellow will work closely with the Program Director, providing support in event planning and management, WeVote programming, poll worker recruitment and training, as well as day-to-day operations. This position reports to the Program Director and involves collaborative work with other members of the Committee of Seventy team.

The Committee of Seventy was founded in 1904 to fight for honest and effective government, fair elections and better informed citizens in Philadelphia. Seventy is the only independent and nonpartisan civic leadership organization that advances representative, ethical and effective government in Philadelphia and Pennsylvania through citizen engagement and public policy advocacy.

### **Duties and Responsibilities:**

- **Assist with WeVote Program Management:**
  - Support the database management of C70's WeVote program.
  - Assist with outreach efforts and the creation of nonpartisan voter education resources
- **Provide Support for Poll Worker Recruitment and Training:**
  - Assist with administrative tasks and provide logistical support for C70's poll worker recruitment and training efforts
- **Assist with the Interactive Voter Guide Resource:**
  - Conduct research and quality control checks for C70's popular resource, which includes detailed candidate biographies, campaign links, and questionnaire responses
- **Contribute to Program Planning and Execution:**
  - Assist in planning and executing programs aimed at promoting voter engagement and civic participation
  - Collaborate with internal teams and external partners in program development
- **Assist with Stakeholder Relations:**
  - Help establish and maintain relationships with community organizations, educational institutions, government agencies, and other stakeholders
  - Support program outreach and partnership efforts
- **Provide Event Support:**
  - Assist in coordinating logistics and providing on-site support for program-related events, workshops, forums, and educational activities.



## Committee of Seventy

Join us in our campaign for better government

- **Other Duties:**

- Undertake additional tasks as assigned by the supervisor to support the organization's objectives.

**Qualifications:**

- Preferred candidates are juniors or seniors currently enrolled at a university or college.
- Strong interest in civic engagement, voter education, and social impact initiatives.
- Excellent organizational and time management skills, with the ability to multitask and meet deadlines.
- Strong communication skills, both written and verbal.
- Ability to work effectively both independently and as part of a team.
- Commitment to nonpartisan principles and dedication to promoting democratic values.

Applicants with academic backgrounds in political science, public administration, communications, or a related discipline are encouraged to apply; however, we consider strong interest in Seventy's nonpartisan mission to be more important than matching coursework.

This position receives \$15/hour. Ideally, a fellow should be able to commit to 14 hours each week.

We strongly believe in the power of diversity, equity, and inclusion. We recognize that a diverse organization brings together unique perspectives, experiences, and talents, leading to increased creativity, innovation, and better decision-making. As such, we actively seek out and value fellow applicants from all backgrounds, races, ethnicities, genders, sexual orientation, ages, or disability. Our commitment to DEI extends throughout our fellow recruitment process, ensuring equal opportunities and fair treatment for all candidates. We firmly believe that by fostering a diverse and inclusive workplace, we can create a stronger, more vibrant, and more successful organization.

**To Apply:** Please send a resume, cover letter and writing sample to Tanisha Bezue, Program Director, at [tbezue@seventy.org](mailto:tbezue@seventy.org). Please put the subject line as Program Fellow Application.