

# FRASER FED25 POLLING DAY COORDINATOR

<b>Job status</b>	Part-time/Full-time, fixed-term contract, with some evening and weekend work as required
<b>Classification</b>	Assistant Staff level 2 - \$62,477
<b>Hours</b>	Part-time or Full-time - where 4 days per week is FTE (Four day work week)
<b>Location</b>	Fraser electorate & CBD
<b>Position begins</b>	March - April 2025
<b>Position ends</b>	Election Day or one week after the next Federal Election
<b>Apply</b>	Email Steph Zalakos <a href="mailto:steph.zalakos@vic.greens.org.au">steph.zalakos@vic.greens.org.au</a> with a CV and Cover Letter addressing why you'd be a good fit for the role. Applications will be accepted on a rolling basis so please apply ASAP. Please use the subject line: " Fraser Polling Day Coordinator Application"

## About this role

Are you passionate about political campaigning and great with people and logistics? We are looking for a Polling Day Coordinator for the Fraser Electorate. You will be responsible for ensuring that on Election Day, and across early voting, every election booth is covered Green and has a volunteer ready to meet every voter and hand them a Greens How to Vote Card.

Getting ready for Election Day is a big logistical process, coordinating thousands of volunteers, and materials distribution across the state. To reach your goal you will need to identify and develop volunteer leaders and train them to recruit and roster volunteers for their local booths using our in-house systems. If an area isn't on track, you will be the backstop to ensure there are volunteers to fill the gap.

This isn't your average job: you'll often work weekends and evenings instead of weekdays, and you'll need to be self-motivated and flexible – but you'll meet amazing Greens members from all walks of life, and make a real difference to growing the political party that stands up for what matters. If you enjoy working with people and are passionate about building a progressive Australia, you'll love this job.

The next federal election could happen anytime from now until May 2025. This election presents a crucial opportunity to put the Greens in the balance of power in the lower house and re-elect Greens Senator Steph Hodgins-May.

### **You will be responsible for:**

- ▲ Overall coordination and project management of the polling booth project in a selected electorate or region.
- ▲ Recruiting volunteers and leaders for each polling booth and supporting volunteer leaders to recruit for their polling booths.
- ▲ Training volunteer leaders to make calls to recruit others and to record them in our in-house rostering system.
- ▲ Coordinating materials for each polling booth and the production of booth kits to ensure each booth gets an appropriate allocation.
- ▲ Supporting other staff and reporting key polling booth metrics.

## **Selection criteria**

We encourage you to apply even if you don't have all of the relevant skills. We're looking for someone organised and thorough and with passion for our movement, which we prioritise over formal education or qualifications.

We're committed to diversity and supporting the right person to thrive in this role. For a confidential conversation about this role or the recruitment process (including any reasonable adjustments you might require), please contact Steph Zalakos via [steph.zalakos@vic.greens.org.au](mailto:steph.zalakos@vic.greens.org.au).

### **Key selection criteria**

- **Values alignment:** Commitment to the Greens policies, charter and core values - ecological sustainability, grassroots participatory democracy, social justice and peace and non-violence - and a passion for our movement.
- **Strong rapport-building and relationship skills:** You can quickly build and maintain relationships of trust in a local group and broader Greens community.
- **Confident in having conversations over the phone:** You will make a large number of phone calls to the Greens community in Fraser to help them roster on to booths for polling day.
- **Strong leadership and persuasive communication skills:** You'll be able to inspire people to understand the possibilities of people-powered change and community organising.
- **Experience managing volunteers:** including the ability to build and supervise teams, develop volunteers skills and bring out the best in each individual team member. Experience delivering training would also be highly valued.

- **Outstanding organisational skills:** experience in managing people and logistics to tight deadlines, you thrive in a fast paced environment.
- **Experience applying best practice field campaigning techniques:** from campaigning infrastructure systems (such as CRM's and rostering tools) to organising strategies, to electoral and demographic data analysis and data driven campaigning.

### **Bonus points for**

- **Lived experience** or connections to First Nations justice, racial justice, LGBTQIA+ justice, disability justice or gendered justice movements.
- **Working with volunteers:** Experience in a volunteer- or member-led organisation
- Driver's license and vehicle for distributing materials
- Experience using Greens systems including rocket
- Holding relationships with our campaign, volunteer team

## **Why work for the Victorian Greens?**

We offer a friendly, flexible and supportive workplace. Some great reasons to join the Victorian Greens team include:

- ▲ Making a meaningful contribution to the political movement for people and the planet.
- ▲ Flexibility to negotiate working hours and some work from home .
- ▲ Four weeks of annual leave a year, bonus leave between Christmas and New Years Day, and flexible leave for cultural holidays.
- ▲ Above-average personal leave, including additional paid provisions for mental health and domestic and family violence leave.
- ▲ Access to our Employee Assistance Program and wellbeing support.