



League of Women Voters of California®
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League Easy Web (LEW) Project Manager Volunteer

League Easy Web is a service provided by the League of Women Voters of California (LWVC) to local Leagues throughout the country to give them a fast, easy, and affordable way to build their Web sites. LEW is both an education and an advocacy tool. You will find out more about this very popular program and our users here: <http://lwvnet.org/>

The LEW Project Manager Volunteer oversees the LEW program, reports to the LWVC Communications Director, sits on the LEW support team, and works with national, state and local Leagues to facilitate participation in and implementation of the program. The LEW Project Manager Volunteer may be located anywhere in the United States, as this work can be done remotely. There may be opportunities for travel to national or state councils and/or conventions to promote LEW and to host user-group events.

This job is managerial. A strong candidate must be good at team building: responsibility for the program's success will remain with the LEW Project Manager Volunteer and they will be expected to delegate tasks to engage our grassroots membership, provide training and leadership opportunities, and diversify perspectives on the LEW team. Also, our service is popular enough that we need to increase our program team in order to meet demand and remain a cutting-edge service.

The long-term vision of this program is being reviewed by the board. Analysis and input from the LEW Project Manager Volunteer is essential to this deliberation. The LEW Project Manager Volunteer's role will be just as vital in implementation once the vision for LEW is established.

The following job description lists all qualities desired. The ideal candidate will probably not possess all of these, but will have the resourcefulness to find others who will address those needs. LEW has a network of users throughout the country who are fun to work with and a great source for inspiration and help.

TO APPLY

If you are interested in this volunteer position, please email Jennifer Waggoner, Communications Director for LWVC, by emailing communications@lwvc.org. If you are interested in volunteering to work on components (not the full project manager volunteer role) please let us know! We're looking to build a team to work together, coordinated by the Project Manager Volunteer.

Thank you for your interest!

OBJECTIVES

- Ensure that the LEW program is consistent with the mission, goals, and objectives of the League of Women Voters of California.
- Ensure that the LEW program enhances the effectiveness, visibility and strength of the LWVC.
- Serve as the primary spokesperson for the program.
- Support and expand the existing LEW program in California and potentially to Leagues in other states.
- Develop and engage LEW administrators.
- Engage the LWVC/LWVCEF staff and the LWVC/LWVCEF board through the Communications Director.
- Engage the LWVUS staff and the LWVUS board in coordination with the LWVC Communications Director and the LEW support contractor.
- Ensure the financial viability of the program, including review of: the pricing structure, risk exposure of the LWVC, staffing needs, service improvements, changes in the market, and cost/benefits to the LWVC.
- Provide strategic oversight to set the vision and goals for LEW.

RESPONSIBILITIES

Promotion & Marketing

- Develop and implement ongoing marketing plan to engage local and state Leagues in the program.
- Promote the program at LWVC regional workshops and LWVC and LWVUS conventions.
- Develop and oversee visual branding updates and feature improvements.

Set Up, Training & Ongoing Support

- Train and support volunteers in initial and ongoing LEW implementation, e.g., answering support email questions.
- Assist Leagues with presentations, fundraising, team building, training, technical support and promotion to members to ensure successful implementation.
- Document policies, procedures, training materials and templates to assist with set up, training and support (many of these materials already exist, but they would be overseen by this position).

Coordinate Support Contractor and Volunteers

- Find, train, and oversee volunteers (including local League LEW Administrators) for a variety of positions and responsibilities.

- Coordinate the work of numerous volunteers, and follow up as necessary.
- Coordinate the work of LEW contract support (developers, designers and other contractors).
- Plan and chair meetings with the LEW committee (at least twice annually).

Financial Oversight

- Consult with the Communications Director and the Executive Director to develop an annual financial plan for LEW which may incorporate dues (and changes in the dues structure), contributions from LWVUS, and donations.
- Coordinate LEW invoicing with the LWVC bookkeepers and assist with collections.
- Actively seek funding from LWVUS, LWVC, donors and funders for LEW with the Communications Director and the Executive Director.

Management

- Manage LEW contracts (in collaboration with the LWVC Bookkeeper) and prepare financial reports (in collaboration with the LWVC Communications Director) for the bi-monthly board meetings.
- Review LEW performance and user feedback for reports for the bi-monthly board meetings.
- Meet one-on-one with the Communications Director on an as-needed basis, at least monthly.
- Plan and manage the balance between California service and expansion of LEW to Leagues in other states.
- Provide fiscal oversight of the expenses of program.
- Document policies, procedures, templates, correspondence, etc...on an ongoing basis (again, many of these already exist; they will become the responsibility of this position).
- Engage in operational, financial and strategic long-term planning (at minimum a two year time-frame).

EXPENSES

During the term of this Agreement, the LEW Project Manager Volunteer shall submit reimbursement requests to the Communications Director. All expenses must be approved in advance by the Communications Director. Anticipated expenses are: communications (telephone, mail), travel & materials to promote LEW.