

High School Student—Part-time Interns

Description: Student Representatives for Canvassing Authority to include Paid Part-time Summer Internship: Two (2) bipartisan positions

Dates: Internships: June 19 through November 16, 2018
Applications: March - April
Appointments: May

Hours: Flexible
Summer: 20 hours per week
During school: 2-3 days after school
Election days: will serve as a precinct official

Rate: \$11.00/hour

Opportunities. The Portsmouth Canvassing Authority is offering opportunities for two high school juniors to serve our community as student members of the Board of Canvassers, engaging in all phases of preparations for the **upcoming 2018 midterm elections**—beginning with declarations of candidates through possible recounts. The appointments include paid, part-time, summer internships with modified fall schedules.

Requirements:

- High school junior in good standing (GPA 3.0 or above);
- Registered RI voter; bipartisan (i.e. democratic, republican, moderate or unaffiliated);
- Recommendation from school administration or faculty;
- Completed application with parental consent; and
- Commitment to work on election days:
(Wednesday, September 12: Tuesday, November 6, 2018).

Responsibilities. Assists the Registrar of Voters and Canvassing Office staff in performing clerical work in the preparation and maintenance of Town records concerning voter registrations and election materials:

- Preparing mail ballot applications and other voter mailings;
- Verifying signatures on candidate nomination papers;
- Assisting at voter registration drives and poll worker recruitment events;
- Responding to voter inquiries;
- Attending state election worker trainings;
- Preparing polling sites; and
- Performing related work as required.

Work is performed under the supervision of the Registrar and full-time Canvassing clerk.