



Programming Director – Hawk The Vote

Hawk The Vote is seeking a part-time, stipend-paid executive board position for the 2025 calendar year. This position will work in conjunction with the Office of Leadership, Service, and Civic Engagement to organize politically focused events and voter registration drives. Compensation will be a \$3,000 stipend awarded monthly between February 1st, 2025, and January 1st, 2026.

Positions Requirements

1. Must be a current University of Iowa undergraduate student.
2. Will not graduate in Spring 2025 or Fall 2025.
3. Be able to dedicate 5-8 hours per week to a position with Hawk The Vote:
 - a. Attend weekly executive board meetings.
 - b. Complete 2 tabling events per month, excluding May, June, and July.
 - c. Attend all other official Hawk The Vote events at the discretion of the Executive Director.
4. Remain nonpartisan in all official work with Hawk The Vote.

Positions Expectations

1. The Programming Director will take the lead charge of all event and programming for Hawk The Vote, including:
 - a. Coordinate and oversee all campus events including voter registration drives, tabling events, and partnerships with community and student groups.
2. The Programming Director will work in coordination with the Education Director to recruit Voting Ambassadors (VAs) for the Fall 2025 academic course:
 - a. Develop a strategy to recruit VAs for the fall semester of their term.
 - b. Create a programming budget to submit for approval by the Executive Director and Operations Director.
 - c. Serve as the principal point of contact for the VAs along with the Education Director, oversee VAs service requirements, and administer appropriate resume and course accreditation.