

## **Indigenous Community Liaison**

Indigenous Community Liaisons work with Elections BC in the lead up to the October 2024 Provincial General Election to help Indigenous communities register and vote. They collaborate with the local district electoral officer and deputy to reduce barriers to voting and share information about voter registration, voting opportunities, and job opportunities.

Indigenous Community Liaisons may perform a variety of activities to provide assistance. They may distribute and post Elections BC materials throughout the community, assist in identifying and evaluating voting locations, provide information on how community members will receive mail related to the election, assist with voter registration efforts, help ensure voters in their community receive their Where to Vote Cards, and assist in recruiting election workers. Their duties will vary depending on the needs of their community.

Community Liaisons live in the Indigenous community they serve and provide an important link between Elections BC and community members.

**Number of positions:** 1 position per community

**Hours/position:** up to 40 hours of work between May and October 2024.

**Compensation:** up to \$1,000 for the term of the contract (approximately 40 hours of work during the term). Indigenous Community Liaisons will invoice Elections BC for hours spent on their duties at a rate of \$21 per hour.

**Start/end dates:** May to October 2024 – Indigenous Community Liaisons may start their work at any time during this period.

**Duties:** Duties will vary depending on the needs of the Indigenous community. Scope of duties will be determined in consultation with the district electoral officer, up to 40 hours of work in total. Duties may include the following:

Pre-election (May through August)

- Complete training and orientation for their role
- Assist the local district electoral officer in liaising with the community to determine their outreach, registration and voting needs
- Assist the local district electoral officer in identifying voter registration drive location(s) within the community
- Assist the local district electoral officer in identifying voting location(s) within their community
- Arrange for access to the voting location(s) for the district electoral officer to complete a voting place profile
- Determine how community members receive mail, and inform Elections BC if additional support is required to ensure delivery
- Assist the local district electoral officer in recruitment of election officials and/or voter registration officials from within the community
- Assist Elections BC in circulating any media content to band administration

- Keep the local district electoral officer informed of activities/trends in the community that may impact voter registration and voting opportunities
- Educate voters in the community about the identification requirements to vote

Election period (September/October)

- Verify voters in the community are receiving their Where to Vote Cards
- Distribute information about where and how to vote
- Keep the local district electoral officer informed of activities/trends in the community that may impact voter registration and voting opportunities
- Assist the local district electoral officer in coordinating the training of election and/or voter registration officials

NOTE: Community Liaisons may also work as voter registration officials (enumerators) or election officials in their community; however, these activities are separate from their duties as a Community Liaison. They are paid separately for any work performed as an enumerator or election official.

**Qualifications:** A good candidate for this role is someone who has connections within their community and time to assist Elections BC with this work. This may be someone who has worked to administer band elections in the past, or someone who has worked or currently works in a band office and has some time to complete other work.

They should have access to a telephone and the internet. They and may benefit from having their own transportation.