City of Fredericksburg Office of Voter Registration & Elections

Great — you're interested in becoming an intern at the Office of Voter Registration and Elections!

Expectations

- You are expected to remain **nonpartisan** while representing the office.
- You must understand that **confidentiality and professionalism** are of utmost importance.
- You should remain **actively engaged** with the work of the office.

Goal

To broaden your understanding of:

- The mechanics of elections
- Voter registration
- The role of the General Registrar and the Electoral Board

What You Will Do

During the Non-Election Season

2025 is a local election year in the City of Fredericksburg. During this time, you may be involved in the following tasks:

- Directing individuals to the Department of Elections website for candidate information
- Processing petition pages (you will receive training, and your work will be reviewed by a senior staff member)
- Assisting the public via telephone and in-person interactions
- Providing voter-related forms (e.g., voter registration, absentee ballot applications)
- Learning about the **Virginia Code (§24.2)**
    - Reviewing election-related bills during the legislative session
    - Discussing the legislative process in the General Assembly

601 Caroline Street Suite 500 Fredericksburg, VA 22401
Email: vote@vote.fredericksburgva.gov
Web: www.fredericksburgVA.gov/Vote
Telephone: 540-372-1030 Fax: 540-373-8381

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- Helping plan and organize outreach events
- Attending outreach events
- Assisting with targeted outreach to voters aged 18–25
- Performing clerical and administrative tasks to support office operations

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During the Election Season (Early Voting through Post-Election)

- Assisting with voter check-in and curbside voting
- Preparing materials for the precincts
- Attending voter outreach events
- Answering phone calls and assisting voters with basic inquiries, including:
  - Early voting dates, locations, and hours
  - Verifying if an address is within the City of Fredericksburg
  - Providing information about early voting locations in Spotsylvania and Stafford Counties
- Assisting the Absentee Coordinator as needed
- Transferring calls as necessary
- Visiting precincts on Election Day
- Performing any other duties assigned by the General Registrar to enhance your understanding of the electoral process

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Additional Information

- You will be required to take an **Oath of Office**.
- You will be assigned a **temporary email address** and granted **limited access to the state system**.

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