



**Volunteer Job Description**  
**ASSISTANT MODERATOR - CITIZENS' INITIATIVE REVIEW**  
**of the Metro Council Affordable Housing Bond Measure**

**Overview**

Healthy Democracy is a nonpartisan, nonprofit organization based in Portland that works to elevate the voice of citizens in our democracy and improve public discourse for the benefit of all voters. Our signature program, the [Citizens' Initiative Review](#) (CIR), was developed as a way of involving the public in evaluating ballot measures and referenda so voters have easy access to clear, useful, and trustworthy information at election time.

To conduct the review, a panel of randomly-selected and demographically-balanced registered voters will be brought together from across the Metro region for four consecutive days to thoroughly study and fairly evaluate the Affordable Housing Bond Measure referred to voters by the Metro Council for the November ballot. The citizen panel will hear directly from advocates both for and against the bond measure, as well as a range of policy experts. On the final day of the review, the panel will draft a one-page Citizens Statement highlighting the most important findings about the bond measure as a resource for their fellow voters. This is a new and increasingly important perspective in our political life and uniquely valuable because it is ordinary citizens at the center of the process, making it more apt to be trusted by the voting public.

**Role of Assistant Moderators**

CIR Assistant Moderators serve a crucial role in the CIR. They work alongside of and provide critical support for the two lead professional moderators during the event, facilitating small group work, and attending to citizen panelist needs.

**Skills & Requirements**

- Able to facilitate small groups effectively and without bias (facilitation/mediation training and experience extremely helpful)
- Not involved with or a current donor to campaigns for or against the bond measure under review
- Good with details
- Able to attend 1-day training (early August, TBD). Note: The CIR training qualifies asst. moderators to be considered for paid Lead Moderator positions for CIRs in Oregon and elsewhere in future election years.

**Dates/Venue**

The Citizens' Initiative Review will take place from 8 a.m. - 5 p.m. daily from Thursday, August 23 to Sunday, August 26. Venue is TBD – will either be Lewis and Clark College campus or University of Oregon's Turnbull Center in Old Town.

**Contact**

Robin Teater, Executive Director by email at [robin@healthydemocracy.org](mailto:robin@healthydemocracy.org) or by phone at 503-381-1196 (direct line) by Wednesday, August 1.