

Supervisor of Elections Office - Leon County, FL
Employee Position: Outreach Assistant – OPS

JOB DESCRIPTION

The primary role of this position is to provide responsible public voter education and outreach interactions for the Supervisor of Elections. The position is headquartered at the Leon County Election Center and requires travel to other sites throughout the County. Work involves assisting with fielding requests for and executing voter education and outreach engagement; assisting with technical and creative communications design; assisting with social media, press releases, advertising strategies and print materials; assisting with preparing a variety of operational documents, forms, reports, and records; assisting with maintaining the outreach and advertising schedule; and assisting with maintaining automated and manual files.

Individual must be able to work under pressure with composure, have flexible hours, be able to lift up to thirty pounds, possess an insurable driver's license and have regular access to reliable transportation. The assignment is designed to last through November 2018 and requires a firm commitment to the employment period. Work is performed under the direction of the Outreach Manager in both office and related-field environments. The position supports the Outreach Manager and Outreach Specialist.

Non-traditional, weekend and holiday hours are required for some of the duties in this position. Overtime may also be required in the weeks surrounding each election. In the event of a declared state of emergency, employees may be called to work during days or hours other than those for which they are regularly scheduled. The Supervisor of Elections is an EEO/ADA employer.

REQUIRED SKILLS:

- Comfortable speaking to and working with diverse community groups, as well as public and elected officials.
- Ability to tolerate standing and walking for significant periods of time.
- Ability to work outdoors.
- Working knowledge of Hootsuite, Facebook, Twitter, Instagram, YouTube and other social media platforms.
- Ability to prioritize multiple assignments and proactively seek information and solutions.
- Proficiency with designing technical and creative communication materials for advertising in a variety of medium.
- Proficiency with word processing, editing, creating spreadsheets and designing presentations.
- Strong written communications and verbal skills.
- Proficient data entry and grammatical skills.

DESIRED SKILLS:

- Knowledge of marketing and promotional techniques.
- Knowledge of graphic design and photography, including editing and preparing images for web posting.
- Knowledge of video editing software.
- Familiarity with Florida Statutes and the voter registration process.

ILLUSTRATIVE DUTIES:

- Assists with recording requests from the public for voter education and outreach appearances.
- Assists with regularly staffing voter registration booths including transporting and staging tables, chairs and supplies at off-site locations throughout the County.
- Assists with collecting voter registration forms and election-related documents.
- Ensures and maintains proper chain of custody of all voter registration forms and election-related documents.
- Assists with scheduling and tracking participation of outreach volunteers.
- Assists with packing supplies and tracking inventory for voter registration tabling.
- Assists with maintaining calendars for senior managers and outreach staff for public voter education and outreach events.
- Assists with preparing public notices, press releases, correspondence and other materials for social media, email and web distribution.
- Maintains high level of security for all social media and database user credentials in accordance with policies and procedures outlined by the Information Technology Director.
- Assists with preparing a variety of election-related advertising (print & online) for newspapers, social media, magazines, buses and other related outlets as assigned.
- Confirms proof of run and payment for advertising.
- Enters data into office databases.
- Operates a personal computer, telephones, copiers, and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database or other system software.
- Work attentively and proactively in a team-oriented environment with time sensitive deadlines.
- Performs special projects as assigned.

PREFERRED TRAINING AND EXPERIENCE:

Associate's degree with course work emphasis in Public Relations, Communications, Marketing or closely related field; supplemented by a minimum of four (4) years progressively responsible experience in service industry and/or promotional functions.

Related professional experience may be substituted for the required education on a year for year basis.

Must possess a valid driver's license, insurable driving record and regular access to reliable transportation.