

# YOUR ELECTIONS OFFICE IS HIRING!



## Voter Outreach Specialist, Full Time

Deputy Supervisor of Elections

### General Description

This is a career opportunity with the Supervisor of Elections Office. You will learn the process of election management and be required to exceed traditional expectations of customer service. Public service is a public trust.

The applicant must possess a valid Florida Driver's License and a favorable driving record. Overtime and weekends are required during an Election Cycle (40+ hours / week). Outreach events require weekend hours, flex time, or comp time. Must have the ability to perform during high-stress conditions, and under an intense level of scrutiny.

### Essential Functions

- Ensures that the Elections Office remains compliant with the 1S-2.033 Standards of Nonpartisan Voter Education rule.
- Conceptualizes and implements external communications from concept to completion.
- Assists with the preparation and development of training materials and videos.
- Responsible for thoroughly and regularly updating the agency website.
- Work involves efficiently preparing a variety of documents, performing data entry functions competently, and delivering complete and correct information from databases while maintaining electronic and paper files.
- Communicating effectively and courteously by assisting callers, customers, and/or visitors.
- Ability to operate a personal computer, telephone, copier, scanner, mail machines, and other office equipment as necessary to complete essential functions. Proficiency in Microsoft Office Suite and Adobe Creative Suite applications is required.
- Maintains a working knowledge of the Election Laws of the State of Florida, as well as a working knowledge of the voting system and voter registration system used in Flagler County.
- Performs other related duties as assigned.

### Areas of Responsibility:

Publications and Legal Ads:

- Prepares and sends legal advertising by mail, online, or in newsprint including the notice of election, notice of public meetings, and sample ballot
- Maintains voter guide, brochures, mailers, and other outreach materials with Adobe InDesign

### Full-Time Position

Weekdays: Monday - Friday  
Work Hours: 8:00am - 4:30pm

### Pay Rate:

\$20.00 per hour to start, pay based on experience.

### Full-Time

### Deputy SOE Benefits:

County benefit package including health insurance, retirement, paid vacations and paid sick leave.

#### Voter Outreach:

- Responsible for voter outreach programs, public relations visibility, and community involvement
- Coordinates and schedules outreach events with venues and other hosting agencies
- Maintains outreach supply materials and storage area in the warehouse
- Provides fiscal data for preparation of the annual budget and appropriate use of grant funds as related to voter outreach
- Inventories outreach supplies and materials, directs outreach supply requests to management

#### Social Media and Web Maintenance:

- Develops and maintains content management strategy
- Creates posts to increase voter awareness
- Promotes voter outreach events
- Informs citizens of election deadlines and events such as book closing, early voting, mail ballot request deadline
- Assists with managing database for Veterans Wall photos with names, rank and branch of service

#### Voter Services:

- Answers telephones; assists callers with questions regarding election related issues, services or processes within established guidelines and procedures; referring callers to other staff members as appropriate.
- Greets and assists visitors and/or customers in a timely and pleasant manner; provides accurate information regarding voter registration and election inquiries. Delivers correct information regarding policies and procedures by communicating effectively; receives and processes applications, requests and/or suggestions efficiently while maintaining a pleasant demeanor.
- Provides forms, applications and/or other documents to visitors/customers upon request. Assists customers with completing registration forms. Maintains a clean and organized work area.

#### Polling Place Support

- Packs precinct supplies in preparation for delivery
- Assists with the delivery and pick up of precinct equipment
- Helps setup early voting sites
- Opens and closes early voting polling locations as assigned

#### **Minimum Requirements**

- Vocational or bachelor's degree in Marketing, Digital Design, Communications, or related field, and at least one year of professional working experience; or any equivalent combination of related training and experience required.
- This job requires an intermediate level of Adobe Creative Suite proficiency. The applicant must have the ability to focus on details and have a strong desire to improve by learning new skills.
- Applicants should be skilled in standard office procedures and the operation of modern office equipment. Proficiency using computer programs such as Microsoft Word, Excel and Outlook are required. Applicants must possess excellent interpersonal and customer service skills.
- Must possess a valid State of Florida Driver's License and favorable driving record.

- The applicant must have the ability to focus on details and have a strong desire to improve by learning new skills. This position requires lifting of 40 lbs. The Flagler County Supervisor of Elections offers Veteran's preference and is an equal opportunity employer. This is a drug-free, smoke-free workplace. A criminal background check is required.

**Download the Employment Application online:**

<http://www.flaglerelections.gov/Elections-Office/Employment-Opportunities>

**Completed applications must be submitted in PAPER COPY and contain an original signature.**

Contact: Kaiti Lenhart  
Supervisor of Elections  
(386) 313-4170

Deliver application to: Flagler County Supervisor of Elections Office  
Located in the Government Services Building  
1769 E. Moody Boulevard, Building 2, Suite 101  
Bunnell, FL 32110