



Orange County Supervisor of Elections Job Opportunity Announcement

Date: January 22, 2018

Job Title: Communications Specialist

Department: Voter Services

Recruiting Location: Orlando, FL

Position Type: Regular / Full-Time

FLSA Status: Non-Exempt

Application Deadline: Open until filled

POSITION SUMMARY

The Communications Specialist contributes to overall communication strategy for the Supervisor of Elections Office (SOE) by leveraging best practices in written communications and online platforms to provide timely and accurate information to Orange County residents concerning all election matters. This position coordinates written communications from concept to production and manages the office website, social media, and other digital assets.

The Communications Specialist reports to the Director of Voter Services but works closely with the Supervisor of Elections and all Department Directors to coordinate and disseminate the overall message.

SKILLS AND QUALIFICATIONS

Required:

- Graduation from an accredited college or university with a Bachelor's degree in Communications, Journalism, Marketing, Public Relations, Business or a related field
- Minimum of three years' relevant experience in a Public Relations, Media or Corporate communication position
- Strong communication skills, organizational skills and excellent follow-up skills with attention to detail and accuracy
- Ability to compose professional communications for both a public and an internal audience
- Excellent grammar, editing, and proofreading skills
- Strong project management skills, including the ability to identify steps of a project, set deadlines, and guide cross-functional teams
- Ability to attend SOE-sponsored events and meetings on evenings and weekends
- Valid driver license and driving history that meets SOE standards

Preferred:

- Prior work experience in a position with rapidly changing priorities and deadlines with a focus on communications, especially using social media platforms
- Proficiency in website and social media site maintenance and updates
- Passionate and knowledgeable about social media channels such as Facebook, LinkedIn, Twitter, Google+, YouTube and Instagram with a strong desire to stay current of trends and emerging platforms

- Possess the talent to write in varying tones, voices and styles in order to meet the expectations of a diverse audience
- Proficiency in Microsoft Office, Photoshop and database software
- Bilingual in English and Spanish

POSITION FUNCTIONS AND DUTIES

- Provide overall communication support to Supervisor of Elections Office
- Write, edit and oversee production of communication tools, such as Countywide Sample Ballot mailers, and other necessary departmental mailers and/or collateral materials
- Partner with state and national resources to actively and strategically manage the content and timelines for the website
- Partner with staff to actively and strategically manage the content for the in-house display monitors and social media such as Facebook, Twitter etc.
- Collaborate with staff and vendors to produce high-quality videos as needed for training, social media or for special projects
- Assist the Community Outreach Manager with voter education programs and community events with an emphasis on social media platforms
- Assist the Supervisor of Elections with media related events and inquiries
- Perform all other duties as assigned

WORKING CONDITIONS

The majority of the work is performed indoors in an air-conditioned office seated at a desk facing a computer screen. There will occasionally be tasks performed within the warehouse, which is warm during the summer months. Occasionally there may be work outdoors at schools, early voting and polling locations. Requires constant contact with business professionals, members of the public, and co-workers.

This position requires full-time hours within a scheduled workweek, in addition to extended workdays and weekend work as needed, during election events, sometimes with little or no advance notice.

SPECIAL EQUIPMENT

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: Multi-line phone system, computer, laptops, tablets, scanner, election equipment, voting tabulators, election media, e-poll tablets, printer, facsimile machine, and company vehicles.

PHYSICAL AND MENTAL DEMANDS

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Reaching	Grasping	Reading and Comprehending
Stooping	Hand-Eye Coordination	Focus for Extending Periods
Bending	Repetitive Wrist Motion	Hearing
Driving	Visual Acuity	Sitting
Pulling	Walking	Oral Communication
Pushing	Lifting and/or Carrying (up to 20 lbs)	Mental Alertness
Lifting and/or Carrying (20 to 30 lbs)		Decision-Making

Mandatory Special Requirements:

Able and available to work extended days and weekends as needed, with little or no advance notice, and perform related duties as assigned to meet the needs of the office.

Disclaimer:

This is a general overview of the Administrative Support position. The Orange County Supervisor of Elections reserves the right to change, alter or void all or any part of this position overview, at any time, with or without notice.

AT WILL STATEMENT

Employment at the Orange County Supervisor of Elections' Office is on an "at-will" basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Orange County Supervisor of Elections reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.

HOW TO APPLY**Mail application to:**

Orange County Supervisor of Elections
Attention: Human Resources
PO Box 562001
Orlando, FL 32856

Email application to:

recruiter@ocfelections.com