



COMMUNITY OUTREACH SPECIALIST

JOB OPPORTUNITY ANNOUNCEMENT

DATE:	NOVEMBER 1, 2021
DIVISION / DEPARTMENT:	ELECTION ADMINISTRATION / CUSTOMER RELATIONS
POSITION TYPE:	REGULAR / FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
JOB LOCATION:	ORLANDO, FL
APPLICATION DEADLINE:	OPEN UNTIL FILLED

POSITION SUMMARY

The Community Outreach Specialist develops partnerships with community leaders and recruits volunteer groups to create and execute innovative voter education and registration opportunities for the public. The Community Outreach Specialist is responsible for promoting a nonpartisan philosophy to engage and involve all facets of the community in the elections process on behalf of the Orange County Supervisor of Elections (SOE).

This position reports to the Customer Relations Manager, but works closely with the Director of Election Administration, the Supervisor of Elections and key staff members, to plan and execute timely voter education programs.

SKILLS AND QUALIFICATIONS

REQUIRED:

- High school diploma/possession of a GED certificate
- Minimum of two years' experience in a position with responsibility working directly with the public
- Strong organizational skills with attention to detail and accuracy with excellent follow-up skills to keep projects moving to completion
- Excellent verbal communication skills and ability to build rapport with people from diverse cultures
- Ability to attend meetings or give presentations in the evenings and on weekends
- Ability to develop and deliver interesting and informative presentations
- Excellent written communication skills
- Prior work experience in a position with rapidly changing priorities and deadlines
- Strong project management skills, including the ability to identify steps of a project, set deadlines and guide cross-functional teams.
- Proficiency with Microsoft Office products including knowledge of spreadsheets, presentation software, database queries, and word processing, and ability to learn new software programs
- Minimum of three years' experience operating a motor vehicle
- Ability to regularly use county vehicle for picking up and delivering election-related materials
- Valid driver's license and driving history that meets SOE driving standards – Successful completion of the Orange County Defensive Driving Course

PREFERRED:

- Associate's Degree in Education, Public Relations, Political Science, or a related field
- Prior experience working in the public sector, with a non-profit organization, or in a public/community relations capacity
- Knowledge of roadways, neighborhoods, and commercial business districts in and around Orange County
- Bilingual in English and Spanish
- Prior experience managing projects and staff
- Knowledge of applicable county, state, and federal laws, rules, and regulations pertaining to election operations

- Prior experience working for an SOE

POSITION FUNCTIONS AND DUTIES

- Schedule events and staffing for community events, promoting and educating members of the public regarding all aspects of voting
- Assist Customer Relations Manager in representing the SOE before businesses, schools, civic groups, and organizations; provide education to audiences on voter registration and election topics through public speaking and presentations or demonstrations.
- Work SOE-sponsored voter registration drives and elections.
- Continually develop and apply knowledge of Florida election laws in order to effectively create and deliver presentations and answer questions from the public regarding election and voting topics.
- Monitor SOE website content and recommend updates and changes as needed.
- Liaison for all outside organization and school elections, including, but not limited to, scheduling, contracts and logistics (ballots, staffing, materials and equipment). Provide information to Elections Manager for invoicing purposes.
- Supervised Voting Project Coordinator maintaining relationships with site activity coordinators, scheduling voter registration drives and supervised voting events with the sites, coordinating logistics, managing teams, and maintain the chain of custody of all Vote-by-Mail ballots as required by law, insuring they are properly stored at all times.
- Answer public emails and online chats regarding election topics.
- Work at least one municipal election as assigned by the Director of Election Administration.
- Conduct poll worker trainings, as directed by the Director of Election Administration.
- Assist the Director of Election Administration with the vote-by-mail opening and duplication process.
- 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. Occasionally there may be work indoors and outdoors at polling locations, voter registration sites and community venues. Requires frequent contact with business professionals, members of the public, and co-workers.

At peak times during elections cycles, this position will require long periods of standing, walking and some lifting.

This position requires full-time hours Monday through Friday, in addition to frequent extended workdays and weekend work due to community events. During election periods, extended workdays and weekend work are frequent, sometimes with little or no advanced 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, imaging systems, election equipment, voting tabulators, election media, e-poll tablets, pallet jack, box cutters, printer, facsimile machine, copier, calculator, 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
Bending	Hand-Eye Coordination	Focus for Extending Periods
Lifting and/or Carrying (20 to 30 lbs)	Standing	Sitting
Crouching	Twisting	Repetitive Wrist Motion
Pushing	Lifting and/or Carrying (up to 20 lbs)	Mental Alertness
Pulling	Walking	Hearing
	Driving	Visual Acuity
		Decision-Making
		Oral Communication

DISCLAIMER

This is a general overview of the Community Outreach Specialist 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

Email applications to: recruiter@ocfelections.com

Mail application to:

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