

Election Communication Specialist

Salary- \$17.96 – \$19.83 hourly
\$37,357 - \$41,246 Annually

Issue Date: Wednesday, April 26, 2023

Closing Date: Friday, May 19, 2023 (Close of Business)

Remote Work Availability: No. This position requires on-site work.

FLSA Classification: Non-Exempt

Full-Time Position: 40 hours per week. During the election cycle, additional hours will be required above 40 hours per week as needed and compensated with overtime pay or compensatory time off. Outside of the election cycle, some overtime, nights, and weekends are required at the discretion of the supervisor, which is compensated with overtime pay or compensatory time off.

Valid Driver's License and Driving Required: This position requires attendance at community events and functions (up to 20%) each week. Vehicles are available. A defensive driving course will be provided.

Application Requirements: Cover letter, resume', and employment application (available on the SOE website). All items must be received by the closing date to be considered.

- **Mailed to:**
Escambia County Supervisor of Elections Office
ATTN: Sonya Daniel, Deputy SOE
P.O. Box 12601
Pensacola, Florida 32591-2601
- **Emailed to:** SOE@escambivotes.com
- **Hand-delivered to:** 213 Palafox Place 2nd Floor, Pensacola, Florida 32502

Description

This position performs technical communications in the Supervisor of Elections office by supporting the website, social media, election worker training, and outreach programs. The Communication Specialist works under the direction of the Deputy Supervisor of Elections and works alongside the Outreach and Training Specialist to ensure a professional and responsible communication strategy for the Supervisor of Elections Office.

Examples of Duties (*These are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*)

1. Works to develop effective communication strategies that promote the Supervisor of Elections (SOE) office and its outreach programs by providing recommendations for improving social media reach and online presence, assisting in maintaining consistent branding on all campaign platforms (print, online, and video), preparing news releases, social media posts, and maintaining appropriate sections of the website, and assisting with outreach events and other public functions to promote the elections office

2. Assists with the development, coordination, and administration of election worker recruitment, orientation, and training prior to all elections by creating training materials, preparing class rosters and work schedules, and by assisting with reporting requirements, correspondence, and retention related to polling locations and election workers, following each election
3. Assists other teams with general communication needs by taking photos and attending functions and events as a representative of the SOE office
4. Assists in the planning, tracking, promoting, and presentation of SOE events by assisting with PowerPoint presentations, publications (including fliers, brochures, and certificates), meeting room setup, and audio-visual needs
5. Cross trains with all election functions to gain a full knowledge of elections operations in order to provide assistance to Voter Services, Phone Bank, and other SOE functions
6. Ensures that all procedures are carried out in accordance with Election Laws, office policies and procedures
7. Assists with voter registration and election worker maintenance in the Voter Registration software
8. Represents the SOE office in a positive manner by providing exceptional customer service
9. Performs other related work as assigned

Typical Qualifications

Minimum Qualification Requirements:

Bachelor's Degree in Communications, Journalism, Marketing, Public Relations, Advertising, or related field and at least two years of experience in public relations or related field; or, a combination of education and experience equivalent to these requirements.

Preferred Qualifications:

Certification by an industry recognized organization (e.g. FPRA or PRSA)

Knowledge, Skills, Abilities, and Other Characteristics (KSAOs):

Knowledge of:

- Public Information, media relations, and journalism principles and practices
- Research and reporting methods
- Publication design and layout principles
- Crisis communication principles
- Understanding of different media types and platforms

- Special event planning and promotion
- Public relations principles and practices

Demonstrated Skill in:

- Using related software applications
- Providing public relations
- Prioritizing work and activities in assigned area of responsibility
- Customer service
- Preparing, writing, and editing copy and publications
- Public Speaking
- Providing effective training
- Preparing presentation materials
- Communication and interpersonal relations as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Ability to:

Deal with the public with clear articulation and expression in English

Supplemental Information

Employee Responsibilities:

All Escambia County Supervisor of Elections employees must serve the public and fellow employees with honesty and integrity in full compliance with the Election Laws of Florida, the Escambia County Supervisor of Elections Employee Handbook, which include specific policies on ethics and conflict of interest policies.

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

Election Cycle Responsibilities:

During an election cycle, the incumbent of this position will automatically be considered for additional election responsibilities. This employee is subject to being called to work evenings and/or weekends and is expected to perform election related duties, as assigned.

ADA Requirements

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, lifting, grasping, talking, hearing, seeing, finger and hand dexterity as well as repetitive motions. Occasionally and during an election cycle, this position will have periods of balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, and lifting of elections related equipment.

Valid Driver's License and Driving Required. This position requires attendance at community events and functions (up to 20%) each week. Vehicles are available. A defensive driving course will be provided.

Medium Work: Exerting and/or lifting up to 50 pounds of force occasionally with assistance, and/or up to 20 pounds frequently, and/or up to 10 pounds constantly to move objects.