

## Election Training and Outreach Specialist

**Salary-** \$18.00 – \$20.00 hourly  
\$37,440 - \$41,600 annually

**Issue Date:** Friday, February 21, 2023

**Closing Date:** Friday, March 24, 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. 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@escambiovotes.gov
- **Hand-delivered to:** 213 Palafox Place 2<sup>nd</sup> Floor, Pensacola, Florida 32502

### Description

This position performs both technical and interpersonal communications in the Supervisor of Elections office by supporting community outreach programs and leading election worker training. The Outreach and Training Specialist works with the Communication Specialist to ensure a professional and comprehensive 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. Collaborate on the development of communications and outreach programs and, effective communication strategies that promote the Supervisor of Elections (SOE) office by providing recommendations for improving social media reach and online presence, assisting in maintaining consistent branding on all campaign platforms (print, online, and video), assisting with preparing news releases and social media posts, maintaining appropriate sections of the website, and assisting with outreach events and other public functions to promote the elections office

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

**Typical Qualifications****Minimum Qualification Requirements:**

Bachelor's Degree in Communications, Journalism, Marketing, Public Relations, Advertising, Education or related field and at least two years of experience in developing outreach programs, practicing public relations or in another 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
- Different media types and platforms
- Special event planning and promotion
- Public relations principles and practices

**Demonstrated Skill in:**

- Using related software applications (Adobe Creative Suite, Canva, Microsoft Office Suite) and elections related software (Voter Focus, electronic pollbooks, Online training platform, and Election Systems & Software)
- 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, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction

**Ability to:**

Deal with the public with clear 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 and 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 that attendance at community events and functions (up to 20%) each week. Vehicles are available. 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.