



COMMUNITY OUTREACH AND ENGAGEMENT COORDINATOR JOB OPPORTUNITY ANNOUNCEMENT

DATE:	FEBRUARY 1, 2024
DIVISION / DEPT:	ELECTION ADMINISTRATION / CUSTOMER RELATIONS
POSITION TYPE:	REGULAR / FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
JOB LOCATION:	ORANGE COUNTY SUPERVISOR OF ELECTIONS
APPLICATION DEADLINE:	OPEN UNTIL FILLED

POSITION SUMMARY

The Community Outreach and Engagement Coordinator manages the Supervisor of Election's outreach efforts to include community engagement in promoting the Department's services and programs by developing strong partnerships with community leaders and recruiting volunteer groups to create and execute innovative voter education and registration opportunities for the public. The Community Outreach and Engagement Coordinator engages key stakeholders and local groups on various election inquiries and promotes a nonpartisan philosophy to 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 Chief Election Administrator, the Supervisor of Elections, and key staff members to plan and execute timely voter education programs.

SKILLS AND QUALIFICATIONS

REQUIRED:

- Graduation from an accredited college or university with a bachelor's degree in Communications, Public Relations, Business Administration, Political Science, or a closely related field.
- Three years' experience in events planning or a similar field and/or community outreach specialist
- Proven ability to successfully plan and implement outreach strategies and programs.
- Strong organizational skills with attention to detail and accuracy with excellent follow-up skills to keep projects moving to completion
- Excellent verbal and written communication skills and ability to build rapport with people from diverse cultures
- Ability to develop and deliver interesting and informative presentations
- Prior work experience in a position with rapidly changing priorities and deadlines
- Ability to work extended workdays and weekends with little or no advance notice
- 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
- Ability to attend meetings or give presentations in the evenings and on weekends
- 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:

- 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
- Knowledge of applicable county, state, and federal laws, rules, and regulations pertaining to election operations
- Bilingual in English and Spanish

POSITION FUNCTIONS AND DUTIES

- Research, schedule, and attend outreach and training events for the community, promoting and educating members of the public regarding all aspects of voting.
- Act as a conduit between the Supervisor of Elections and community groups, schools, and stakeholders to increase engagement with the Supervisor of Election's activities and mission through coordination of sponsored voter registration drives and non-governmental elections, including, but not limited to, scheduling, contracts, and invoicing.
- Represent the Supervisor of Elections before businesses, schools, civic groups, the United States Citizenship and Immigration Services, and other organizations; educate audiences on voter registration and election topics through public speaking and presentations or demonstrations.
- Supervised Voting Project Coordinator: maintain relationships with site activity coordinators; cultivate training programs for the Activity Directors and their staff at the Assisted Living Facilities (ALF) and Nursing Homes (NH); schedule voter registration drives and supervised voting events with the sites; coordinate logistics and secure supervised voting environments at ALF's and NH's with the Community Outreach Specialist
- Work closely with department managers to strategize different ways to spread voter education programs, i.e., lawn sign poll worker recruitment program.
- Assist with preparing budgets for event projects and keep track of event/supply finances, including quotes, check requests, and invoicing.
- Assist the Digital Communications and Media Relations Coordinator with managing the Supervisor of Election's website content and social media posts.
- Support and participate in Orange County community initiatives.
- Provide management of historical documents for recording purposes in accordance with the SOE records retention process and the State of Florida's General Records Schedule GS3 and GS1-SL
- Answer public emails and online chats regarding election topics.
- Continually develop and apply knowledge of Florida election laws to effectively create and deliver presentations and answer questions from the public regarding election and voting topics.
- Work at least one municipal election as assigned 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. Requires frequent work indoors and outdoors at voter registration sites and community venues and occasional polling locations. Requires frequent contact with business professionals, members of the public, and co-workers.

At peak times during election 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 Vote-By-Mail Coordinator 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.gov

Mail application to:

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