



**BOARD OF ELECTIONS ANNOUNCES
THE FOLLOWING CAREER OPPORTUNITY**

Community Outreach Coordinator
(Unclassified)

Department: Community Outreach
Location: Cuyahoga County Board of Elections
2925 Euclid Avenue
Cleveland, Ohio 44115

Salary: \$45,351.24

Hourly: \$24.91

Pay Range: 7

Reports to: Director

Hours: 8:30 a.m. – 4:30 p.m.

Monday - Friday

REQUIREMENTS: Bachelor's degree in education, communications, political science, or related field and a minimum of two (2) years related experience in journalism, community outreach, public relations or a related field; or an equivalent combination of education, training and experience. **Must be able to understand, speak, translate, write and read fluently both Spanish and English.** Valid Driver's License and state required liability insurance coverage.

RESPONSIBILITIES: Performs public relations functions, including primary responsibility for Hispanic outreach and community engagement activities for the Board including event calendars, training Outreach Exchange members, visits various political clubs keeping them informed of election developments, outreach to all County municipalities, senior centers etc. regarding election activities and requirements; Coordinates with vendors, represents the BOE at Hispanic community outreach and speaking events, develops a deepening community stakeholder relationship and relationships with local political leaders, with primary responsibility to Hispanic political leaders; Collects and analyzes data and information then creates summaries, analyses, and reports; Specific activities include creating Hispanic voter turnout reports (uses sampling methodology), prepares management and statistical reports for senior management; contributes to writing, editing and proofing annual report and lessons learned document, ensuring accuracy of BOE website, creating and tracking system of Hispanic community partner engagement information, creating event feedback forms and data tracking sheets; Establish tracking performance metrics, writing and updating Outreach Exchange policies and procedures, determining organizational and staffing needs for events, and acting as project manager for special projects including surveys and other analyses; Performs a variety of operations activities including scheduling events, packing event cases, paying invoices, ordering supplies and voter education materials, coordinating tasks for Outreach Exchange Program events, collects and analyzes event feedback data, negotiates fees, and supervises event vendors, prepare reports on activity for management; Assist with preparation of departmental communications such as newsletters, monthly communication plans and daily news clips and external communications such as social media postings and press releases; Other related activities include maintaining Hispanic community partnership listing, assist in creating/maintaining election profile documents, tracking legislation and analyzing the effects on BOE, Represents agency and Board at meetings and public speaking engagements, delivering presentations to Hispanic civic groups and other organizations, following up on complaints and public records requests; Assists in recruiting and attracting Hispanic temporary employees and poll workers for events and other staffing needs; Performs all other duties assigned, delegated, or required of the Community Outreach Department, including those prescribed by law.

Applications must be received by 4:30 p.m. – OPEN UNTIL FILLED

APPLICATION PROCEDURE: Applications and resumes must be submitted through our on-line process only. Visit our website: www.443vote.com, click on the Employment tab and follow the prompts. Please note that you must complete a BOE on-line profile before you apply for any position at the Board of Elections. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace

Visit our website: www.boe.cuyahogacounty.us