



National Association of Election & Voter Registration Officials  
12543 Westella, Suite 100 Houston, TX 77077 281-293-0101 [www.electioncenter.org](http://www.electioncenter.org)

DC Board of Elections and Ethics  
Job Announcement

**Job Title: Election Training Coordinator**  
**Job ID: 18846**

Salary Range: \$62,499 - \$79,959  
Pay Plan, Series & Grade: CS-0301-12  
First Screening Date: December 2, 2011  
Screenings every 7 days until filled

Brief Description of Duties:

Coordinates recruitment of polling officials. Maintains and manage the list of potential polling officials received from the voter information postcards, civic groups, volunteers, and related sources. Communicates with potential polling officials and conducts orientation meetings. Assists in the development of an election worker information, education and outreach program as a means of maintaining and monitoring the election work force.

To apply for this position with the Board of Elections and Ethics, visit [dchr.dc.gov](http://dchr.dc.gov), click on "Career Opportunities" and search for keyword "election" or apply in person at the D.C. Department of Human Resources Job Center located in the South Lobby at 441 4th Street NW, Washington, D.C. 20001.  
Inquiries should be directed to HR Answers at (202) 442-9700.

The District of Columbia Government is an Equal Opportunity Employer.