



STATE OF SOUTH CAROLINA
Election Commission

P.O. Box 5987
Columbia, SC 29250

**INVITES APPLICATIONS FOR THE POSITION OF:
Outreach and Special Projects Coordinator**

An Equal Opportunity Employer

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OPENING DATE: 07/18/19

CLOSING DATE: Continuous

JOB TITLE: Outreach and Special Projects
Coordinator

CLASS CODE: AI10

POSITION NUMBER: 60013614

SLOT NUMBER:

STATE SALARY RANGE:
\$40,759.00 - \$75,413.00 Annually

AGENCY HIRING RANGE - MIN:
AGENCY HIRING RANGE - MAX:

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT:
RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

Please apply online

JOB RESPONSIBILITIES:

Establishes and maintains positive working relationships with various agency partners and customers. Interprets and explains functions of agency programs. Provides information and conducts presentations of agency customers and partners. Establishes and maintains positive relationships, attends meetings and conducts presentations. Responds to inquiries from governmental officials, candidates, political parties, advocacy groups, and other agency customers. Prepares education materials, reports and completes surveys. Plans and conducts special projects related to voter registration and elections, conducts research, analyzes data, prepares reports and advises agency management team on findings. Consults with agency management team, makes specific recommendations to improve agency programs and services.

Participates in the strategic planning and decision making for the agency. Tracks and analyzes proposed legislative changes, attends legislative committee meetings and advises agency management team. Participates in the development and implementation of the agency's social media, voter education and outreach programs. Other duties as required.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A bachelor's degree in public administration, business administration, journalism, mass communications, English or other relevant field and five years of professional experience. Ability to communicate effectively.

PREFERRED QUALIFICATIONS:

Knowledge of voter registration and election policies, procedures, and laws. Knowledge of state legislative processes. Knowledge of the principles and methods of effective public relations. Ability to gather, organize and present oral and written information in a clear, concise and accurate manner. Ability to establish and maintain effective working relationships with agency customers.

ADDITIONAL COMMENTS:

Works under minimal supervision. Works on projects and assignments both individually and with collaborative groups. Some overnight travel is required. Some work outside of regular business hours is required.

careers.sc.gov
P.O. Box 5987
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Job #92783
OUTREACH AND SPECIAL PROJECTS COORDINATOR
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