

Voter Education and Outreach Specialist

Job Requisition	R-1651 Voter Education and Outreach Specialist (Evergreen) (Open)
Job Family	Program Specialist
Start Date	08/07/2019
End Date	08/29/2019
Primary Posting	No
External Posting URL	https://multco.wd1.myworkdayjobs.com/Multco_Jobs/job/Southeast-Portland/Voter-Education-and-Outreach-Specialist_R-1651
Description	Current employees: Please apply through the employee portal to be considered for this opportunity.

Pay Range:**Department:**

Department of Community Services (DCS)

Job Type:

Regular Represented

Exemption Status:

United States of America (Non-Exempt)

Closing Date (Open Until Filled if No Date Specified):

August 28, 2019

The Opportunity:**Pay Range:**

\$33.81 - \$41.61 per hour

Overview:**This Work Matters!**

Can you imagine being a part of something big? Do you want to be a part of something meaningful, fulfilling, and empowering in the community? Do you understand and have experience engaging with and building relationships with communities who have barriers to voter participation, such as limited English voters, immigrant and refugee communities, and people with disabilities? As the Multnomah County Elections' **Voter Education and Outreach Specialist**, you will have an opportunity to create a positive impact in the community. This position gives you the opportunity to reach out to and engage with the community, especially those with barriers to voter participation, as well as improve voting processes in Multnomah County. The Elections division is looking to fill one (1) full-time position (Program Specialist Senior job profile/classification) in its Multnomah County Elections Office located at 1040 SE Morrison Street, Portland, OR 97214.

In this role, you will develop and lead the voter education and community outreach activities of the Elections division with the primary goal to identify and remove barriers for participation in the voter registration and elections process. You will accomplish program goals by developing strategies for communicating with various communities, including those with diverse populations. This position will also be responsible for collecting and analyzing complex data and making recommendations for education and outreach strategies.

Working for the Elections division in Portland, Oregon, you will be a member of a dynamic, equity-focused team. You will proactively develop and maintain relationships with the community and collaborate with organizations with similar missions and client bases. You will research, recommend, and implement strategies to help educate county voters about voter registration and the election process. You will also manage the Elections division's pop-up voting center in Gresham, the Voting Center Express (VCE). This will require scheduling, training, and working alongside on-call election workers to staff the VCE for 15 days prior to most elections. You and your team will help voters replace lost or damaged ballots, update their voter registration information, and provide assistance to voters with disabilities and those who speak a language other than English. You will also be actively involved with Oregon's Vote by Mail process, meeting critical deadlines for the Elections division. Additionally, you will develop and initiate a comprehensive outreach strategy for the upcoming 2020 election cycle.

Who we are:

Multnomah County's Department of Community Services' mission is to preserve harmony between natural and built environments, keep people and pets safe, and ensure that every voice is heard through a diverse group of programs, including land use, transportation planning, bridge services, animal services, elections, and budget and operations support. This department is an incredibly diverse department, and your role will be too.

Multnomah County Elections conducts all elections and registers all voters within the County, ensuring transparency, accessibility, and compliance with federal, state, and local laws. The office prepares and maintains records related to voting activities and candidate services. The Elections division provides uniformity in the application, operation, and interpretation of election laws, and ensures that the public is provided with complete and accurate information.

What we can offer you:

With us, you will be challenged. You will be encouraged to excel. You will be given the opportunity to build a rewarding career. You will be proud to be part of the Multnomah County Elections Division team. And you will be part of a strong organization dedicated to providing top-notch services to the community.

To Qualify:

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant. For details about how we typically screen applications, review our [overview of the selection process](#) page.

Minimum Qualifications/Transferable Skills*:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in social work, sociology, English, journalism, business administration, public administration, or a related field, AND
- Five (5) years of responsible program planning, development, research assistance, and/or evaluation experience, preferably in a community outreach and education field, AND
- A valid driver license.

Preferred Qualifications/Transferable Skills*: You do not need to have the following preferred qualifications/transferable skills to qualify. However, keep in mind we may consider some or all of the following when identifying the most qualified candidates. Please clearly explain on your application how you meet any of the following preferred qualifications/transferable skills.

- Successfully handle a wide range of functions using a combination of creative, organizational, and writing skills.
- Easily adapt to new situations.
- Speak and conduct business in multiple languages.
- Meet challenges head-on and find ways to effectively complete multiple assignments or tasks.
- Maintain culturally sensitive understanding and practice of racial equity principles, including those related to social justice.
- Demonstrated experience with successful management of diverse groups of people.
- Empathetic listener and persuasive speaker.
- Confident, articulate, and professional speaking abilities and experience including speaking to groups in public and via electronic media.
- Considerable knowledge of principles, practices, and procedures of budgeting as it relates to program management.

- Demonstrated experience developing relationships with underserved communities and other organizations with similar missions.
- Ability to coordinate and develop plans to implement outreach programs and events.
- Ability to learn and understand the program area subject matter and related laws, regulations, and policies.
- Advanced skills in working cooperatively and harmoniously with staff, peers, superiors, community members and special interest groups to gain cooperation and support.
- Ability to make sound decisions based on research and analysis.
- Ability to lead through collaboration, team building, mentoring, and coaching, and model this leadership style for others.
- Ability to help teams and individuals develop effective processes for accomplishing work, allocating resources, and making decisions.
- Ability to maintain focus and work calmly under pressure, demonstrating the ability to think clearly and quickly while mastering multiple tasks.
- Knowledge of and ability to apply principles, practices, and procedures of management and business practices.
- Strong problem-solving, strategic thinking, and analytical skills.
- Related public sector and/or elections experience.

**Transferable skills: Your transferable skills are any skills you have gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.*

Screening and Evaluation:

For details about how we typically screen applications, review our [overview of the selection process](#) page. We expect to evaluate candidates for this recruitment as follows. The selection process is subject to change.

Required Application Packet: Please ensure that you upload these documents in your online application. Failure to do so may result in an incomplete application.

1) A completed online application.

2) An uploaded resume covering relevant experience and education. Please be sure your resume includes the following for each employer: name of employer, location, dates of employment, your title, a summary of your responsibilities, and if applicable, the number of employees under your supervision.

3) An uploaded cover letter that expands on your resume and addresses why you are interested in this opportunity, and provides specific examples to demonstrate how your experience and skill sets align with the minimum and preferred qualifications listed in this job posting. Please limit your cover letter to two (2) pages.

***Note:** The application, resume, and cover letter should clearly demonstrate your work experience/skills and how they relate to the descriptions provided in the 'Overview' and 'To Qualify' sections of this job posting. Please be thorough, as these materials will be used to determine your eligibility for an interview.*

- When completing the application in Workday as an external candidate through <https://multco.us/jobs>, you will come to a page where one of the prompts is to upload a "Resume/CV." This is the place where you will need to upload your cover letter and resume. There will be no other prompts for you to upload your cover letter.
- When completing the application in Workday as an internal candidate, you may need to scroll

down to see the "Resume/Cover Letter" prompt on your screen. This is the place where you will need to upload your cover letter. There will be no other prompts for you to upload your cover letter.

- Do not click the orange "Submit" button before you upload your cover letter.

The Selection Process:

- Initial review of minimum qualifications
- Evaluation of application materials to identify most qualified candidates
- Consideration of top candidates, which may include phone interview, panel interview(s), and/or additional testing
- Professional reference checks

Additional Information:

Only apply once for this opportunity.

The eligible list established from this recruitment may be used to fill future full-time, part-time, temporary, limited duration and on-call positions.

Type of Position: This hourly, union-represented position is eligible for overtime.

Location: Multnomah County Elections Office, 1040 SE Morrison Street, Portland, OR 97214

Schedule: Monday - Friday 8:00am - 5:00pm. This position frequently works evenings and weekends to support summer outreach events.

Diversity and Inclusion: At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics. The [EEO is the Law poster](#) is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference. Review our [veterans' preference page](#) for details about eligibility and how to apply.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Questions?**Recruiter:**

Judi Steuben

Email:

judi.steuben@multco.us

Phone:

+1 (503) 9880302 x80302

Application information may be used throughout the entire selection process. This process is subject to change without notice.

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to

change. It does not constitute either an expressed or implied contract.

Job Profile:

6088 - Program Specialist Senior

Worker Sub-Type Regular Represented**Location** Duniway-Lovejoy Elections Building**Time Type** Full time**Locations****Supervisory Organization** Elections (Tim Scott)