Language Access and Outreach Coordinator (Russian and Somali)

DEPARTMENT: KCE - King County Elections
DIVISION: Election Outreach
SALARY: $33.63 - $42.62 Hourly
LOCATION: King County Elections - 919 SW Grady Way, Renton, WA 98057-2906
JOB TYPE: Career Service, Full Time, 35 hrs/week
CLOSING DATE: Continuous

SUMMARY:

The Department of Elections is searching for energetic and resourceful professionals who like to "get stuff done". The Language Access and Outreach Coordinator position in the Elections Department combines an exciting, fast paced environment with the opportunity to cultivate talents and apply a variety of skills. The ideal candidate will thrive in an innovative, fast-paced environment and will not hesitate to roll up both sleeves, work hard, have fun, and get the job done.

The Language Services and Community Engagement Program is recruiting Language Access and Outreach Coordinators who will support the program for the Russian and Somali languages. This position provides bilingual assistance, translation, and community outreach support. These individuals must be able to read, write, understand, and speak Russian or Somali at the language proficiency testing level used by the Department. In addition, as part of the community engagement program, they will participate in voter registration and voter education activities with community partners and provide support to our Voter Education Fund partners. Individuals in this position will provide language access assistance to our communications team and administrative support to other election work groups as needed.

Who We Are: King County Elections (KCE) manages voter registration and elections for more than 1.4 million voters in King County and is the largest vote-by-mail county in the United States. KCE’s mission is to conduct accessible, secure and accurate elections. As a leader in providing inclusive elections, KCE is focused on three key priorities – (1) actively identifying and working to remove barriers to voting at both the individual and community level, (2) strengthening relationships with community and governmental partners, and (3) creating a culture of professional growth and development, openness and inclusion. Learn more at www.kingcounty.gov/elections.aspx.

WHO MAY APPLY: This position is open to the general public and all King County employees. This position is open until filled. Applications submitted by November 7th will be part of the first round of review and interviews.
WORK LOCATION: The work associated with this position will be performed through a combination of teleworking complemented with onsite work and meetings as needed. Employees must reside in Washington state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

WORK SCHEDULE: The standard workweek for this full-time position is Monday through Friday, 35 hours per week. We require the flexibility to work additional hours during peak periods of the election cycle. This position is non-exempt according to the Fair Labor Standards Act and is eligible for overtime pay.

REQUIRED MATERIALS: A resume and cover letter are required and should be attached before submitting your application. The cover letter should describe how your skills and experience meet or exceed the requirements of the job. Applications without the required materials may not be considered for this position. Please make sure to address the following in your resume and/or cover letter:

- Complete work history, including work done outside of the U.S.
- Example of types of documents translated (for example, technical writing, court documents, advertisements, etc.).
- Community engagement and outreach, including volunteer, activism, social clubs, religious communities.
- Please make sure to answer the supplemental questions in detail.

JOB DUTIES:
1. Translation:
   - Translate and/or proof election-related materials from English to Russian or English to Somali, including but not limited to: letters, general correspondence, web, notice of elections, ballots, and voters’ pamphlet including candidate statements and ballot measures.
   - Review, edit and proofread all translated documents produced by translation vendors and others, for accuracy, clarity, and consistency.
   - Provide oversight of temporary translators and language counterparts which includes distribution of workload, providing direction and training, and monitor the quality and completion of work in order to meet tight deadlines.
   - Improve work processes, address quality control issues, and document procedures.
   - Research and summarize specialized or technical information from varied sources. This may require selecting the most appropriate material and the use of spreadsheets and customized database applications.

2. Outreach & Community Engagement:
   - Support the work of Voter Education Grantees, including regular check-in meetings, providing presentation on voter registration and voter education, event planning, and translation.
   - Participate in the review and implementation processes of the Voter Education Fund.
   - Provide voter education and voter registration support to community partners and assist in managing Voter Education Fund
• Coordinate initiatives and participate in outreach events designed to promote the organization, its resources and services to the community.
• Provide presentations and trainings to voters and community partners on election related topics in English and Russian or English and Somali.
• Collaborate on community research project to improve voter education and outreach.

3. Customer Service:

• Provide bilingual assistance to the public in a professional setting to facilitate communications across language and cultural barriers, specifically answering inquiries from Russian or Somali language voters.
• Handle sensitive and/or potentially challenging customer service situations in Russian or Somali and English.
• Provide back up support to Elections Voter Services Division, which may include providing customer service to voters, processing voter registrations or explaining election procedures, guidelines and regulations.
• Provide established policies, procedures, codes, regulations, and other relevant sources, in English and Russian or English and Somali, to internal and/or external customers in writing, in-person or by telephone. Research and resolve questions, problems, or inquiries from voters, staff, public and/or stakeholders.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:
• Experience and skill in translation of documents from English to Russian or English to Somali.
• Experience working or volunteering with community and nonprofit organizations, either in the United States or abroad.
• High level of language proficiency to include interpreting, translation, reading, writing and speaking in both English and Russian or English and Somali. (Candidates will be tested to determine translation skills and language proficiency.)
• Office and computer skills including the use of Word, Excel, PowerPoint and Outlook.
• Ability to work under pressure and meet strict deadlines.
• Ability to work both independently and as a member of a team.
• Ability to organize work assignments, set priorities, and follow through on work assignments.
• Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds.
• Ability to speak in public and deliver presentations to different audiences.

WE WOULD LOVE IT IF YOU HAVE:

• Working knowledge of community organizations, agencies and groups serving Russian or Somali speaking communities in King County.
• Elections knowledge and experience.
• Working knowledge of InDesign and CAT tools such as TRADOS.

SUPPLEMENTAL INFORMATION:
Travel to work locations throughout King County with limited or no public transportation services is required. A valid Washington State Driver's License is required to operate King County vehicles.

**PHYSICAL REQUIREMENTS:** The duties in this position are performed in an office setting and may be required to lift at least 25 pounds.

**UNION:** This position is represented by Teamsters Local 117, Professional and Technical union.

**CLASSIFICATION TITLE:** Language Services Specialist II - Elections

**Temporary Telecommuting Requirement**
The work associated with this position will be performed through a combination of teleworking complemented with onsite work and meetings as needed. Employees must reside in Washington state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection (access may be supplemented in some situations) where they can reliably perform work and remain available and responsive during scheduled work hours. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required, including the wearing of masks in some situations. King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

King County has a robust collection of tools and resources to support working remotely. The individual selected for this opportunity will be joining an innovative and progressive team that is redefining how we work as we transition to the department's hybrid environment.

**Forbes recently named King County as one of Washington State's best employers.**

**Together, with leadership and our employees, we’re changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? Come join the team dedicated to serving one of the nation’s best places to live, work and play.**

Guided by our “True North”, we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

**Covid-19 Vaccination Requirement**

King County Executive Branch employees are required to be fully vaccinated against COVID-19. If you are the successful candidate for the position you applied for, the County will send you a conditional offer letter.

As a condition of employment, prior to a final offer of employment, you will be required to:
• submit proof of vaccination or
• have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

The Executive Branch includes employees in the Executive branch, the Assessor’s Office, Elections, the King County Sheriff’s Office, and the Executive Office.

King County is an Equal Employment Opportunity (EEO) Employer
No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To Apply
If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact your recruiter listed on this job announcement.

For more information regarding this recruitment, please contact:
Reeshema Lewis
Sr. HR Business Partner
Email: Reeshema.Lewis@kingcounty.gov

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.kingcounty.gov/

King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404
reeshema.lewis@kingcounty.gov

An Equal Opportunity Employer

Language Access and Outreach Coordinator (Russian and Somali) Supplemental Questionnaire

* 1. This position requires experience in the translation of documents from English to Russian or English to Somali. Please select the language(s) in which you have experience in translating documents.
* Russian
* Somali
* None of the above

2. Please describe any professional or volunteer community engagement or outreach work you have done either in the U.S. or abroad. Please list the communities or organizations and list the kinds of engagement. If you do not have this experience, type N/A.

3. Please describe your English/Russian or English/Somali written translation experience. Please be specific and include when and where you translated, the organizations and/or agencies, and the difficulty and/or types of materials translated. If you do not have this experience, type N/A.

4. Do you possess an educational program certificate and/or have you completed a formalized training certification program for the Russian or Somali language?
   - Yes
   - No

5. Do you have experience making presentations to a variety of audiences of varying sizes?
   - Yes
   - No

6. Do you have experience engaging with people from diverse cultures and socio-economic backgrounds?
   - Yes
   - No

   - No experience
   - Beginner, some use
   - Intermediate, frequent use and average skill
   - Advanced, extensive use and excellent skill

8. Which of the following best describes your response to the following question: Are you applying to this position as a Priority Placement Program Participant and is this position the same or lower percentage of FT and do you possess the skills and abilities to qualify for this position?
   - Yes, I was given a layoff notice from my role at King County AND I am within two years of the effective date of my layoff. AND The position I was laid off from was the same or a higher percentage of FT status when compared to this one.
   - No.

9. If you answered yes to the question above and you are applying for this position as a Priority Placement Participant, to be considered, you must provide the following three pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff

10. This application requires the attachment of a RESUME and COVER LETTER. If you have not provided it yet, you may still do so before final submission of the application. Did you submit a resume and cover letter for this job application?
    - Yes
    - No
* Required Question