Voter Education and Outreach Program Technician (Bilingual Preferred) - Multnomah County, Oregon

Multnomah County’s Elections Division is looking for someone extraordinary to help in furthering the functions of voter access, education and community outreach activities in the Elections Division. Not only will you be responsible for fulfilling strategies that identify and remove barriers to participation in the voter registration and election processes, you will also be developing strategies for communication, education, and outreach with historically underrepresented communities and populations, particularly non-English speaking community members. This position will serve as the Lead during outreach events to our on-call Outreach staff, providing guidance and coaching on culturally specific community engagement strategies.

We’re looking for someone with significant equity know-how and the right blend of vision, experience, and community focus to become the Voter Education and Outreach Program Technician (Bilingual Preferred). In this role, you will work closely with key stakeholders on the Elections team to manage various short and long-term projects for the Elections Division that center around voter education and outreach. You will act as the coordinator and liaison between internal and external partners, contractors, and stakeholders to facilitate collaboration, build consensus, and ensure accountability. This will take the form of maintaining partnerships and trust with underrepresented communities in Multnomah County while performing Outreach activities. In addition, you will provide informational and technical support for assigned staff and team members.

Some key responsibilities in this role include:

- Collecting and tracking program data; generating service reports and program metrics for program development and budgeting
- Developing and maintaining systems for Voter Education and Outreach Program functions
- Providing administrative support to the Voter Education and Outreach Program: processing invoices, purchases, inventory, etc.
- Applying federal, state, and county election laws, policies, and procedures
- Following the division’s Language Access policy in the Voter Education and Outreach Program
- Providing equity-focused education programs for eligible and future voters about:
  - Voter registration
  - Voting
  - Elections
  - And other election specific laws, rules, regulations and deadlines
- Providing support to organizations conducting voter registration and civic education efforts
- Developing resources in multiple languages to support elections education and access to Elections Division services
- Acting as a liaison to community partners to collaborate on community specific events
- Leading staffing efforts for Voter Education and Outreach events
- Maintaining the VEO Outreach Schedule and coordinating outreach events
- Selecting, training, and leading staff at outreach events
- Maintaining operational functions of the Voter Education and Outreach program
- Participating on the Election Communications WorkGroup Team
- Providing externally focused communication to voters, residents, community leaders,
stakeholders, and external clients

- Collaborating on the creation of content for the voters pamphlet
- Creating and managing social media content for the Voter Education and Outreach Program Social Media Strategy

Additionally, you’ll engage more diverse voices and communities, both online and in person, centering race and equity in that engagement. You will establish and maintain contacts with community partners and support the Elections Manager and team as a spokesperson for voter education and outreach projects. You’ll advise on vision and strategy for elections communications around engagement, using an equity lens to create an inclusive, just, and effective approach.

Our Elections Division is committed to supporting our communities of color and other communities subjected to marginalization by centering race and intersectionality in the services we provide. As a member of the Elections Division, all staff are expected to act as allies to elections staff and voters from communities of color and other groups subjected to marginalization by:

- Speaking up to support staff and voters subjected to marginalization
- Speaking out against racism and oppression
- Demonstrating behavior that is culturally aware and sensitive

This limited duration assignment is slated to last for up to two years. It may end sooner based on business needs.

**Minimum Qualifications/Transferable Skills**: 

- Equivalent to an Associate's Degree from an accredited college or university.
- One to four years of increasingly responsible experience in one or more of the following areas: program planning, development, research assistance, and/or evaluation experience
- Advanced knowledge of and experience working with a non-English speaking community. This would be demonstrated by knowledge of the traditions, values, and customs of the community being served as well as the ability to identify specific examples of experience working directly with individuals and families who identify with non English-speaking communities.
- Bilingual language fluency is preferred (Spanish, Russian, Vietnamese, Chinese, Ukrainian, or Somali)

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

**Salary Range**: $24.28 - $29.72 Hourly, benefits included

**Schedule**: Monday - Friday, 8:00 AM - 5:00 PM. There may be some flexibility with the regular start and end times. There may also be the option to work a 9/80 schedule. There is also overtime and flexible schedules expected during certain time periods leading up to and following elections.

**Location**: Multnomah County Elections Office, 1040 SE Morrison Street, Portland, OR 97214
**Telework:** At this time, this position is designated for “hybrid telework,” meaning you will be working on-site some of the time and remotely (from home) at other times. Also, all Elections employees are considered essential employees during certain time periods leading up to and following elections. During these essential time periods all Elections employees must report on site. The designation of hybrid telework may be subject to change at a future time. Currently, all employees must reside in Oregon or Washington; the county cannot support ongoing telework from other locations.

**COVID-19 Vaccination Requirement:** To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exemption as a qualification of employment.

If interested, please apply here:


We will be accepting applications until Sunday, September 18th at 11:59 pm (PST)