



The Kansas City Board of Election Commissioners is seeking to fill the position of **Election Administration Specialist**. This position requires a HS diploma or equivalent combination of education and experience. College degree is preferred. Applicants must be proficient in Word, Excel and PowerPoint and possess strong interpersonal and social skills.

Job responsibilities include:

Responsible for assisting in the daily ongoing processes and procedures in the Absentee and Registration Departments, including absentee voting, voter registration, deputy registrar training and coordinating outside voter registration activities. This position also assists with poll worker training and recruitment, voter outreach activities, locating and maintaining polling sites and other functions as requested.

In accordance with Missouri State Statutes, applicants for this position **must** be a **Republican**, a registered voter and resident of Kansas City (within Jackson County) for at least one year. Salary range is \$24K to \$27K per year.

If you are interested and are qualified for this position, please send your resume to Shawn@kecb.org . All resumes must be received by January 20, 2012.

The Kansas City Board of Election is an equal opportunity employer. KCEB will not discriminate in its hiring decisions or in any other term or condition of employment based on an individual's race, color, national origin, religion, gender, age, disability, sexual orientation, gender identity, marital status, familial status (including pregnancy), ancestry, genetic information, veteran status, or any other status protected by law.