



JOB ANNOUNCEMENT

Education Training & Outreach Supervisor

Overview

The Kansas City Election Board (KCEB) is seeking a **Democratic** professional with experience and knowledge to supervise staff. This individual will be responsible for coordinating various aspects of elections administration, voter registration, poll worker training, data entry procedures, voter outreach and communications. The Education, Training & Outreach (ETO) Supervisors collaborates with all departments within KCEB. Must be a registered voter; a holder of a valid Missouri driver license, and a resident of Kansas City (within Jackson County only).

Summary of Responsibilities

- Works in a bi-partisan team (Dem and Rep) of two, to co-supervise day-to-day functions within the office and of elections staff during election cycles
- Coordinates and schedules outreach activities, deputy registrar trainings and Naturalization ceremonies
- Creates staff development and training needs material and ensures that training is obtained
- Manage Facebook, Twitter and LinkedIn accounts
- Maintain KCEB website and ensure timely information updates;
- Develops e-newsletters, brochures, pamphlets, annual report and innovative collateral materials to communicate to voters and other stakeholders;
- Develops and conducts public forums for recruiting poll workers
- Maintains records, prepares reports, and composes correspondence relative to the work
- Provides leadership and supervision of election staff
- Monitors and assess the performance of election staff; provides feedback and conducts staff testing
- Becomes knowledgeable about all aspects of election administration and Missouri election statutes
- Cross trains in all areas of election procedures
- Other duties as assigned

Qualifications Summary

- A bachelor's degree or significant equivalent experience
- Minimum of two years supervisory experience
- Ability to instruct, direct and evaluate employees
- Ability to solve problems and make decisions
- Knowledge of employee policies and procedures
- Ability to understand, interpret and comply with election laws
- Excellent public speaking, writing and presentation skills
- Proficiency in Microsoft Office, Google apps

Salary range: \$38,000 -\$45,000 based on prior experience. Apply by forwarding a **cover letter** and **resume** to kceb@kceb.org. Deadline: January 4, 2019. **No telephone calls accepted.**