



## **Job Announcement**

### **Elections Administration Support Specialist**

#### **Overview**

Assist various departments in the completion of duties necessary to administer an election. This new position is a combination of job functions and requires an organized multi-tasker with the capability to learn and conduct several tasks and operations as an elections support person. Person hired should have familiarity with or ability to learn campaign finance procedures (via Missouri Ethics Commission guidelines), data entry, social media outreach, preparing communications materials by using strong writing skills, and providing overall assistance and support to election office functions.

#### **Summary of Responsibilities**

Position supports several Election Board departments and functions, including but not limited to the following:

Assist with data entry tasks; Responsible for monitoring candidates' campaign finance reports and deadlines;

Assist with communications and media efforts; preparing newsletters and brochures;

Assist with implementing KCEB Academy, an education outreach and staff development training component;

Become knowledgeable about election administration and Missouri election statutes. Willingness to work in every KCEB department and learn tasks outside this job function.

Provide support for records management and filing

#### **Qualifications Summary**

Bachelor's degree in business administration, communications, management, or a related field. Related experience and/or training, or equivalent combination of education and experience may substitute for education. A qualified candidate must demonstrate excellent oral, writing, grammar and punctuation skills. They must also possess strong organizational skills, ability to multi-task and work under pressure with strict adherence to deadlines and attention to detail are required. Seeking a strong self-

starter who is able to quickly grasp and learn procedures with an emphasis on being accurate and detailed.

Applicant must be a Republican, a registered voter and a resident of Kansas City (within Jackson County) for at least one year.

Salary range: \$25,000- \$30,000. Apply by sending a **cover letter and resume**, no later than February 20, 2015, to [Shawn@kceb.org](mailto:Shawn@kceb.org). No telephone calls accepted.