



JOB ANNOUNCEMENT

Education, Training and Outreach Supervisor

Overview

The Kansas City Election Board (KCEB) is seeking a **REPUBLICAN** professional with experience and knowledge to supervise election day workers. 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 collaborate with all departments within KCEB. **Must be a registered voter in Kansas City MO within Jackson County** and a holder of a valid Missouri driver license.

Summary of Responsibilities

- ❖ Works in a bi-partisan team (Dem and Rep) of two, to handle day-to-day operations within the ETO department;
- ❖ Develops PowerPoint presentations, teaching materials and assessments for each of the 5 current election day positions;
- ❖ Delivers instruction to election day workers, ensuring applicable laws and procedures are followed on election day;
- ❖ Monitors and assess the performance of election workers; provides feedback and conducts testing;
- ❖ Coordinates with the judges department regarding the promotion, demotion and removal of poll workers based on performance and assessment;
- ❖ Partners with the IT Administrator to prepare and test election day Poll Pads (electronic check-in tablets) to ensure proper function and wording;
- ❖ Maintains relationships with rental facilities to schedule off-site poll worker training, create contracts and coordinate with Directors regarding rentals and contracts;
- ❖ Leads the election day response team, visiting polling locations to monitor compliance and address concerns as they arise;
- ❖ Coordinates and schedules outreach activities, deputy registrar trainings and Naturalization ceremonies;
- ❖ Manages Facebook, Twitter and LinkedIn accounts;
- ❖ Maintains KCEB website and ensure timely information updates;

- ❖ Coordinates voter registration and absentee timelines with department supervisors to ensure timely reporting on kceb.org and social media;
- ❖ Partners with website developer to deliver voter registration data to be published on kceb.org once per month year round, and once per week during election cycles;
- ❖ Develops and conducts public forums for voter education and the recruitment of poll workers;
- ❖ Becomes knowledgeable about all aspects of election administration and Missouri election statutes;
- ❖ Other duties as assigned.

Qualifications Summary

- ◆ A bachelor's degree or significant equivalent experience
- ◆ Teaching experience a plus
- ◆ Excellent communication skills a must
- ◆ Minimum of two years supervisory experience preferred
- ◆ Ability to instruct, direct and evaluate workers
- ◆ Ability to solve problems and make decisions
- ◆ The ability to exercise emotional intelligence when faced with adversity
- ◆ Ability to engage with people of all different ethnicities and walks of life
- ◆ Ability to understand, interpret and comply with election laws
- ◆ Excellent public speaking, writing and presentation skills
- ◆ Proficiency in Microsoft Office, Google apps
- ◆ **Must be vaccinated for COVID-19**

Salary range: \$38,000 -\$45,000 based on prior experience. Apply by forwarding a **cover letter** and **resume** to shawn@kceb.org

Deadline: November 5, 2021. No telephone calls accepted.