

Education, Training & Outreach (ETO) Supervisor Position Open

Join Our Hardworking Team!

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. Education, Training & Outreach (ETO) Supervisors collaborate with all departments within KCEB.

To apply, you must: 1) be a registered voter in the state of Missouri; 2) possess a valid Missouri driver's license, and, 3) be a resident of Kansas City, MO, for at least one (1) year, (**within Jackson County only**).

Apply by forwarding your **cover letter** and **résumé** to: kceb@kceb.org.

Summary of Responsibilities

- Work in a bi-partisan team of two (Democrat and Republican), to co-supervise day-to-day functions within the office as well as elections staff, during election cycles
- Coordinate and schedule outreach activities, conduct Deputy Registrar trainings and host Naturalization ceremonies
- Create staff development and training-needs materials and conduct training sessions
- Manage KCEB Facebook, Twitter and LinkedIn accounts
- Maintain KCEB's website and post timely informational updates
- Develop e-newsletters, brochures, pamphlets, annual reports and innovative marketing collateral materials to communicate to voters and other stakeholders
- Develop and conduct public forums for recruiting poll workers
- Maintain records, prepare reports, and compose work-related correspondence
- Provide leadership and supervision of election staff
- Monitor and assess election staff performance and provide feedback
- Gain knowledge on all aspects of election administration and Missouri election statutes
- Cross-train in all areas of election procedures
- Other duties as assigned

Qualifications Summary

- Possess a bachelor's degree or have equivalent previous work experience
- Minimum of two (2) years supervisory experience
- Ability to instruct, direct and evaluate employees
- Ability to problem-solve and make practical 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 Suite, Google apps

Salary range: \$38,000 - \$45,000 based on prior experience.

Application deadline: **Friday, September 13, 2019. No telephone calls accepted**