

**COLLIER COUNTY, FLORIDA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE:

OUTREACH COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide all voter education and outreach activities for the Supervisor of Elections office, as well as to support the overall election functions of the Supervisor of Elections office. Responsibilities include organizing and staffing voter information/registration drives and community outreach opportunities; educating the citizens of Collier County; promoting voter education; managing community outreach volunteer staffing and recruitment; and supporting election activities conducted by the Training and Outreach Department, as needed.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

The Outreach Coordinator is responsible for any and all voter education opportunities for the citizens of Collier County. This includes voter information and registration drives; K-12 school and higher education elections, registration opportunities and speaking engagements; and additional outreach/education opportunities as deemed necessary. Position is also responsible for developing and maintaining relationships with community stakeholders.

Prepares and presents voter education materials to groups such as assisted living facilities, schools, universities, community organizations, chambers of commerce, civic organizations, churches, etc. Position includes maintenance, transportation and setup of any necessary presentation, mock election and/or outreach supplies.

Recruits, manages, and schedules Diplomats (volunteers) for voter outreach assignments. Maintains schedule of voter outreach and education activities across Collier County.

Creates and maintains an annual budget for Outreach including all purchases, Diplomat staffing and related expenses.

Assists in election operation functions including, but not limited to the development and execution of election worker recruitment strategies; training election workers; developing training materials; maintaining and distributing supplies to election workers; and providing support to a call center during elections.

Collier County Supervisor of Elections

SOE Grade 115 Exempt

Develops and maintains a working knowledge of Federal and State Election Laws as well as internal practices and procedures. Researches and recommends solutions due to changes in Election Law that affect the Supervisor of Elections office.

Knowledge in Microsoft Office (Outlook, Word, Excel, PowerPoint), eLearning platforms, graphic design and/or multi-media software applications, Constant Contact, and the ability to learn new software applications as applicable.

Maintains an effective and courteous working relationship with election workers, general public and fellow employees. Knowledge of customer service and problem solving skills. Ability to prioritize tasks and accomplish work within short deadlines. Knowledge of administrative support duties.

Operates a personal computer, telephones, copiers and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

Bachelor's degree in Communication, Business Administration, Human Services or a closely related field, supplemented by three years of work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Additional preference will be given to bilingual, Spanish speaking, candidates.