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| **Voter Education and Outreach Web Coordinator** | http://agency.governmentjobs.com/washington/careersLogo-blue.jpg |

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| **SALARY:**  | $3,891.00 - $5,010.00 Monthly |

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| **OPENING DATE:** 08/23/13  |
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| **CLOSING DATE:** 09/06/13 11:59 PM  |
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| **DESCRIPTION:**  |
| http://agency.governmentjobs.com/images/AgencyImages/jobposting/1924/JobPostings/image/Sec%20of%20State/SecStateLogo%20(2).jpgHeaded by an elected state official, the Office of the Secretary of State is responsible for administering elections within the state, registering corporations and charities that do business within the state, collecting and preserving the records of governmental bodies within the state, and maintaining the Washington State Library.  The office also administers the Address Confidentiality Program, the Legacy Program and the Combined Fund Drive.  Visit our website at:  www.sos.wa.gov.  |
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| **DUTIES:** |
| This Program Specialist 4 position is designated as the Voter Education and Outreach Web Coordinator and reports directly to the Voter Education and Outreach Manager.  This position uses independent judgment an delegated decision-making authority to lead the Elections division website content.Manages website content* Works with division's communications committee to improve and maintain information and messaging available to voters on the Secretary of State's Elections Division website
* Monitors the division website to keep the site up-to-date and accurate
* Manages candidate and measure information in WEI Admin and the on-line display of information in Voters' Guide
* Coordinates website translations and accessibility with language and accessibility lead

Expands voter outreach network* Facilitates education and outreach efforts of county elections departments
* Partners with various stakeholder groups to increase voter awareness of the election process and encourage civic and voter participation
* Works with the Secretary's staff to facilitate successful community visits

Provides publication support* Assists with the development and maintenance of Elections Division publications, including proofing, press checks, composition, and translation coordination
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| **QUALIFICATIONS:**  |
| **REQUIRED QUALIFICATIONS*** Bachelor's degree in political science, business administration, public relations, communications, education, or a related field
* Two years of experience with any combination of the following:     - Communicating information to small or large groups for the purposes of having others learn, understand, and apply specific principles, techniques, or information     - Conveying ideas and information in writing using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the reader     -Coordinating and leading small groups, creating a cooperative and productive environment in which to resolve problems or develop and implement plans     - Working with and within diverse groups with competing interests; or     - Interpreting policy and instructing others on application of policies
* Current Washington State Driver's License or have requested and obtained an appropriate accommodation
* Ability to efficiently use a personal computer and applicable software to successfully perform the essential functions of the position

**PREFERRED/DESIRED QUALIFICATIONS*** Experience with web design using products such as Microsoft SharePoint
* Knowledge of HTML and CSS
* Experience as editor, speech writer, and/or proofreader with a high level of attention of detail
* Demonstrated experience in a team environment working toward accomplishing your own goals and those of the team, in roles both as team member and a leader
* Experience working in a fast paced, highly visible, changing environment with proven results in decision making
* Ability to represent an elected official or politician in a competent, confident, and professional manner while maintaining the highest standards of honesty, integrity, loyalty, confidentiality, and ethics
* Knowledge of federal and state election law
* Experience working with desktop publishing products like Adobe Acrobat, Illustrator, PhotoShop, and InDesign
* Experience with research, data collection, and analysis
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| **SUPPLEMENTAL INFORMATION:**  |
| **SPECIAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT*** Certification as an Elections Administrator within two years of employment
* Completion of Secretary of State contracts training within two years of employment

 **HOW TO APPLY**1.  Please attach a letter of interest describing how your experience and qualifications relate to the position description and required and preferred qualifications2.  Include three professional references in your application  |

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| **Voter Education and Outreach Web Coordinator Supplemental Questionnaire** |

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| \* | 1. | Where did you hear about this job opening? |
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| \* | 2. | Do you have a family member or relative currently employed at the Office of the Secretary of State? |
|  | YesYes    NoNo  |
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|   | 3. | If you answered yes in the previous question, what is the name of your family member/relative? |
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