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| |  |  | | --- | --- | | **Voter Education and Outreach Web Coordinator** | http://agency.governmentjobs.com/washington/careersLogo-blue.jpg | |
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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 | |  | | **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 | |  | | **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 qualifications 2.  Include three professional references in your application | |  |  | | --- | | **Voter Education and Outreach Web Coordinator Supplemental Questionnaire** |  |  |  |  | | --- | --- | --- | |  | | | | \* | 1. | Where did you hear about this job opening? | |  | | | | \* | 2. | Do you have a family member or relative currently employed at the Office of the Secretary of State? | |  | | YesYes    NoNo | |  | | | |  | 3. | If you answered yes in the previous question, what is the name of your family member/relative? | |  | | | |