

## **Voter Outreach Specialist Job Description**

**Position Summary:** The voter outreach specialist assists the Director of Elections, Deputy Director for Voter Registration and elections staff in the overall administration of County elections, with an emphasis on educating residents on voting procedures.

### **Key Responsibilities:**

- Assists in the development and implementation of the county's voter education program.
- Conducts on-site demonstrations of county voting equipment.
- Provides voters with additional information about registration procedures, registration deadlines and election dates.

### **Key Qualifications:**

#### **Requirements:**

- Two or more years professional experience in one or more technical disciplines relevant to the position.
- This position is a full-time, 35-hour per week position, but the voter outreach specialist must be available to work weekends and evenings. Schedules will be adjusted according to the needs of the election office.
- Must be comfortable as a public speaker and equipment demonstrator.
- Coordinates activities including voter registration efforts and voting machine demonstrations with community organizations, schools, businesses, municipalities and others.
- Proficiency in Microsoft Office including Word and Excel.

#### **Desirable:**

Background in public relations, marketing or advertising.  
Knowledge of voting laws and procedures.  
Knowledge of Lackawanna County municipalities and leadership.

#### **Physical requirements:**

Must be able to lift or use a small-sized rolling cart to carry up to 30 lbs.

This Job Summary is not intended to be a formal job description or a complete list of responsibilities but rather a summary of key job factors. Applicants, as a condition of employment, must agree not to engage in any political activity.

Applications are available on the Lackawanna County web site at [www.lackawannacounty.org](http://www.lackawannacounty.org) or in the Lackawanna County Office of Human Resources, 200 Adams Avenue, 6<sup>th</sup> floor, Scranton, Pennsylvania, between 9:00 a.m. and 4:00 p.m.

Lackawanna County is an equal opportunity employer.