

Communications and Voter Outreach Manager

Sarasota County Supervisor of Elections

Sarasota, FL

Position Summary

The Communications and Voter Outreach Manager is responsible for developing, coordinating, and implementing voter registration drives, community presentations, and other opportunities to promote voter education and engage voters in the election process. This position assists with the overall communications and outreach efforts of the Sarasota County Supervisor of Elections (SOE) utilizing a wide variety of print, web, and social media platforms.

Employment Type Full-Time

Pay Range: Salary based on experience and qualifications

Key Responsibilities

- Serve as the main coordinator for the office's participation community events, community outreach, education programs and projects as directed by the Supervisor of Elections
- Research, develop, and implement innovative community outreach and voter registration/voter education opportunities, programs and events that educate citizens on the importance of registering and voting
- Develop and implement a public relations and communications plan to increase the office's community and social media presence
- Assist with media relations

Minimum Qualifications

- Graduation from a regionally accredited college or university with a Bachelor's degree in Communications, Public Relations, Marketing, Journalism, Political Science or a related field is required
- Minimum of 3 years experience in communications with responsibility for community outreach, marketing and communications, utilizing new and traditional media and web content
- Possession of a valid Florida driver license and favorable driving record

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Preferred Qualifications

- Master's degree in Communications, Public Relations, Marketing, Journalism, Political Science or a related field
- Knowledge of federal, state, and county legislation, directive guidelines and applicable laws as they pertain to election process
- Ability to understand county, state and federal regulations as they relate to the electoral process

Job Based Competencies

- Ability to draft and/or edit press releases, newsletters, blog posts, guest columns, and other documents, forms, and materials
- Experience in the production, monitoring and maintenance of social media presence
- Disciplined in keeping current with new laws and changes regarding the election process
- Knowledge of public relations and media practices
- Ability to develop and deliver interesting and informative presentations
- Proficiency with Microsoft Office products, Adobe desktop publishing software, and ability to learn new software programs
- Develop write, compile, analyze, compose, and edit correspondence and reports, and design forms and materials

Work Environment

- Work involves sitting at a desk with some standing, stooping, and occasional lifting of objects less than 25 pounds
- May experience periods of stress related to deadlines up to and including election days
- Work may require extended hours at various locations, local travel as well as long-distance travel for training

Send resume to: jfett@sarasotavotes.com