

Job Title: Election Training Assistant

Purpose: This position assists the Early Voting and Election Day training manager in the scheduling, design, development, and presentation of training for Election Officials.

Minimum Education, Training and/or Experience: Bachelor's degree in Human Resources or Education, or other coursework that included preparation and conduction of presentations. Relevant experience may be substituted for a bachelor's degree. Preference will be given to those with prior training experience.

Essential Functions of the position:

- Collaborate with the Early Voting and Election Day poll worker training managers to ensure training materials are consistent with law and mandated procedures.
- Provides recommendations for and makes changes to the curriculum to improve quality of training programs.
- Utilize a multitude of learning management systems and presentation tools, as well as scheduling software.
- Deliver and facilitate trainings for Election Officials and other staff.
- Design and distribute training program assessments to measure effectiveness of training curriculum.
- Record attendees and submit attendance and timesheets to the program managers.
- Performs other related duties as assigned.

Knowledge, Skills, Abilities:

- Knowledge of the learning styles of an adult learner
- Strong communication and presentation skills
- Self-directed with strong initiative and organizational skills.
- Demonstrated ability to explain complex concepts in a clear and concise manner
- Excellent written and verbal communication and listening skills
- Strong attention to detail with a high level of personal ownership
- Ability to manage competing priorities and deadlines

Position Information:

This position is a full-time seasonal position. Office hours are 8-5pm, Monday-Friday. Some overtime and weekend hours will be required when conducting trainings, to provide flexible options for workers.