



**Job Announcement**  
**For the Chicago Board of Election Commissioners**  
**Position: Assistant Manager- Community Services**

The Chicago Board of Election Commissioners is currently conducting a search to fill the position of Assistant Manager of the Community Services Division. This Division includes the following departments: Volunteer Deputy Registrars, Election Judges, Election Coordinators, Community Outreach and Election Training. The Assistant Manager will report directly to the Manager of the Community Services Division.

**Responsibilities**

- Under the supervision of the Division Manager, handle the daily operations of each department.
- Trains, coaches, and conducts reviews of all trainers assigned to the Community Services division on all aspects of training.
- Coordinates and oversees the logistics of the Volunteer Deputy Registrar program.
- Assists in developing Election training materials such as the handbook, online and on-site training courses.
- Manages inventory of all materials and equipment needed for training(s), events, and/or requests.
- Assists in training of Election Judges, Coordinators, and Deputy Registrars.
- Coordinates and oversees community outreach events and demonstration requests.
- Assists in obtaining rental space for Election Judge and Coordinator training classes.
- Receives poll watcher credential requests from civic organizations and coordinates the distribution.
- Assists with the organization and operation of the stand-by program on Election Day.
- Responsible for the preparation of Election Central ensuring it is equipped with resources needed for Election Day, such as ward maps, polling place lists, Election Judges and Coordinator lists, etc.
- Ensures all public libraries within the City of Chicago are equipped with voter registration forms and materials.
- Attends meetings within and outside the office to communicate ongoing department projects.
- Performs other duties as assigned.

**Qualifications**

- Minimum of (5) five years work experience with the Chicago Board of Elections or other relevant work experience.
- Minimum of (3) three years supervisory experience.
- Must be a City of Chicago resident.
- Proficiency in Microsoft Office Suite, especially Word, Excel, Outlook and other applicable software and applications.
- Demonstrate a willingness to lead, take charge and offer opinions and direction.
- Excellent organizational, project management, communication and problem-solving skills.
- Excellent time management skills with the ability to assign and delegate tasks.
- Must be able to work extended hours and weekends.

**To apply for this position, please submit a resume and cover letter specifying the position you are applying for, in a sealed, time-stamped envelope, to the Human Resources Department or via email to: [hr@chicagoelections.net](mailto:hr@chicagoelections.net) no later than 3:00 p.m. Tuesday, November 26, 2019.**

This position is classified as Exempt under the Fair Labor Standards Act.