



UMATILLA COUNTY POSITION DESCRIPTION

Department: *Administrative Services*
Position Title: *Outreach Assistant- Temporary
Summer 2022 Project*

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Rate:** \$15.00/hr
Union Covered: No **BOLI Exempt:** No

GENERAL DESCRIPTION OF POSITION

The Outreach Assistant is responsible for the development of public outreach materials for voter education.

SUPERVISORY RELATIONSHIPS

This position works under the direct supervision and assignment of the Administrative Services Director. Supervision of employees is not a responsibility of this position.

PRINCIPAL DUTIES OF POSITION

This is a limited duration position with an approximate end date of 8/31/22. Required project duties must be completed prior to the end of the position.

- Create videos for public outreach
 - Short videos to be used as public service announcement
 - **Required videos to be created by the end of the work project.**
 - Open primary
 - Elections Security
 - Longer videos to explain election process that are easy to understand
 - **Required videos to be created by the end of the work project.**
 - Life of the ballot
 - Security of elections
 - **Videos to inspire people to vote. At least one video created by the end of the work project.**
- Create audio clips for radio and online streaming public service announcements. At least two radio spots created by end of contract
- Create graphical and text content for social media outreach.
 - **At least two post different post options to be created for the following areas by the end of the work project.**

- Get out and vote
- Election Security
- Postmarks
- Registration deadline
- Create outreach material to be used in local newspapers.
- Work with county staff to collect information for outreach and verify with staff all content to insure accuracy.
- Work with staff to update website to increase use ability and appeal
- Create an outreach campaign to maximize the number of people reached.

REQUIREMENTS FOR POSITION

Minimum Requirements:

- Currently enrolled in an undergraduate degree or higher from an accredited program in community outreach, communications, marketing, journalism or data presentation.
- Ability to be intuitive, work independently, and as part of a team.
- Knowledge of social media platforms, ability to navigate, post, with the goal of reaching more voters.
- Possess good verbal and written communication skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date