

Communications Manager

Sarasota County Supervisor of Elections

Sarasota, FL

Position Summary

The Sarasota County Supervisor of Elections is recruiting for a Communications Manager to join the elections team. This is a highly collaborative position primarily responsible for the development and implementation of communications campaigns, creation and execution of election-related information and coordination of public records requests and records maintenance for the Supervisor of Elections office. This position reports to the Communications Director and helps develop and manage internal and external communications that represent the SOE's mission and goals. Work involves independent planning and execution of projects and responsibilities.

Employment Type: Full-Time, 40 hours per week, Exempt
Pay Range: Salary based on experience and qualifications

Key Responsibilities

- Assist in designing and implementing external and internal communications strategies that create awareness of the Supervisor of Elections responsibilities and duties within the county and educate residents and voters using print and electronic mediums
- Assist in developing and maintaining an organizational communications plan
- Track, measure and evaluate the effectiveness of communications and share relevant analytics with management and staff
- Serve as the public records coordinator for the office by fulfilling and tracking public records requests through email, phone or in person
- Work with all departments to help organize, coordinate and adhere to records retention and dispositions schedules according to Florida General Records Schedules
- Coordinate canvassing board activities and record minutes of all meetings
- Prepare a variety of legal notices, including, but not limited to, canvassing board meeting notices, sample ballot advertisements and polling location change notices
- Assist in developing, coordinating and delivering community presentations to educate and engage voters
- Assist with media relations as directed
- Remain knowledgeable and proactive in understanding all aspects of current election laws and any proposed legislation related to elections
- Assess local, state and national events, actions, decisions and other press stories for possible impact on the office; assist in formulating any needed response, and communicate information to staff
- Assist in the development, maintenance and delivery of all written and electronic content for communications platforms, including videos and photography, web content, newsletter, publications and printed collateral, forms or office materials, press releases, social media platforms, etc.

- Cross-train with offices and departments, and maintain a full working knowledge of elections office operations and assist wherever needed during elections or at other times

Minimum Qualifications

- Graduation from a regionally accredited college or university with bachelor's degree in Communications, Journalism or a related field
- Minimum of 3-5 years progressively responsible experience in developing and implementing effective communication efforts
- Excellent writing, editing and proofreading skills, including knowledge of AP style
- Strong verbal, presentation, problem solving and interpersonal skills
- Experience with graphic design and other software programs or applications, including, but not limited to, Microsoft Office, Adobe Creative Suite, Canva and social media platforms
- Ability to remain organized, meet deadlines and balance projects in a fast-paced, sometimes stressful and changing environment, possessing a strong sense of urgency and initiative
- Ability to establish and maintain positive working relationships cross-departmentally and as part of a team
- Ability to oversee and effectively monitor the impact of communications projects
- Self-starter with ability to suggest, create and lead new communications initiative
- Possession of a valid Florida driver license and favorable driving record
- Ability to learn and utilize voter records software

Preferred Qualifications

- Master's degree in communications, journalism or a related field
- Knowledge and experience working in state or county government
- Working knowledge of content management systems, HTML coding and digital graphics production

Work Environment

- Involves sitting at a desk in an office environment with some standing, stooping, and occasional lifting of objects less than 25 pounds
- Demands the ability to work well under pressure
- Involves local travel, occasional long-distance travel for training and extended hours at various locations

Send resume to: jfett@sarasotavotes.com

Closing Date: Open until filled