

Training Coordinator

Sarasota County Supervisor of Elections

Sarasota, FL

Position Summary

This position is primarily responsible for curriculum development and training of election poll workers. Additional responsibilities include assisting in the selection of and communication with poll workers; procuring polling locations, including ensuring their suitability and accessibility, and developing and training other elections staff.

Employment Type: Full-Time, 32-40 hours per week, Non-Exempt
Pay Range: Salary based on experience and qualifications

Key Responsibilities

- Creates content and administers online and in-class training to poll workers including planning, trainer staff scheduling, facilitating and securing training locations
- Revises all poll worker forms as required due to changes in office procedure or law
- Revises poll worker manual
- Evaluates training and poll worker staffing needs for all elections
- Provides training and training materials for election day phone bank operations
- Works with special needs organizations to organize training required by law
- Assists in evaluating polling locations for suitability and ADA compliance
- Participates in management of phone bank operations on election days
- Assists in training other election personnel

Minimum Qualifications

- Three years' experience in a business training setting with documented practice and experience training individuals or teams
- Strong verbal, presentation, problem solving and interpersonal skills
- 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 with individuals and as part of a team
- Ability to oversee and effectively monitor the impact of communication projects
- Self-starter with ability to suggest, create and lead new organizational initiatives
- Possession of a valid Florida driver license and favorable driving record

Preferred Qualifications

- Graduation from a regionally accredited college or university with a bachelor's degree in human resources, business administration, organizational management, educational psychology, education or related field

- Knowledge of federal, state, and county laws and directive guidelines as they pertain to the election process

Work Environment

- Involves sitting at a desk in an office environment with some standing, stooping, and occasional lifting of objects less than 25 pounds when in the office; classroom set-up, frequent standing and walking during training
- 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