

Election Facilitator
Job Description
Rate: \$ 3,000.00 Flat Fee

The Election Facilitator will function under the supervision of the Election Administrator and will assist in all functions of the 2020 VNC Election process.

Duties: (approximate hours in ())

- Assist in creating an outreach plan (4)
- Provide “customer service” to candidates and voters (20)
- Respond to e mails, calls and requests for election assistance (10)
- Work with the City Clerk, Election and Outreach chairs and Treasurer on elections items (6)
- Coordinate the design, printing and distribution of election materials (20)
- Plan election day events (10)
- Assist with planning town hall/candidate forums and candidate meet-and-greets (15)
- Write copy for email blasts to mailing list (5)
- Coordinate social media and newsprint advertising campaigns (5)
- Assist in planning candidate recruiting events (30)
- And more