

ADMINISTRATIVE ASSISTANT (MM5)
ELECTION LANGUAGE COORDINATOR

In accordance with the Memorandum of Agreement with the US Department of Justice, the Boston Election Department is seeking a Language Election Coordinator to coordinate the City's minority language election programs. The successful candidate will work directly under the supervision of the Chair of the Board of Election Commissioners, and in conjunction with other Election Department staff. The position will include, but is not limited to, the following responsibilities:

- Developing and coordinating an effective program to recruit, train, and evaluate the performance and abilities of minority-language proficient election officers, including the maintenance of a glossary of election terminology in the Spanish, Chinese, and Vietnamese Languages to be used in training. Also, will work collaboratively with other staff members to build a cultural sensitivity component into training programs for all election day workers.
- Overseeing the translation and review of all necessary election materials, arranging for the distribution of such materials, and maintenance of a permanent checklist of translated materials on hand so that an adequate supply is maintained to meet the needs of the electorate.
- Representing the Chair of the Election Department as a member of the Mayor's Advisory Task Force, accurately conveying the Chair's position in response to issues and suggestions raised by the Task Force. Will work cooperatively with the City's Linguistic Community Liaisons and Task Force Language Representatives and will coordinate meetings, as warranted. Will also work with Task Force and community groups to improve voter outreach, disseminate information to multilingual media outlets, and represent the Election Department at meetings and venues within the multilingual community aimed at improving voter education, registration, and participation.
- Other duties as assigned.

Qualifications:

2 yrs. experience in working with diverse ethnic/cultural communities, with a commitment to equal access. Knowledge of state and federal election laws, as well as familiarity with City of Boston election procedures, is preferred. Good written/oral communication skills, including making presentations and conducting meetings. Highly organized, with a strong attention to detail and the ability to multitask,, establish priorities, and meet deadlines. Exceptional interpersonal skills and willingness to work as part of a team. Must have demonstrated computer skills in programs common to office use; Bilingual/bicultural candidate with past experience as an interpreter/ translator preferred. Bachelor's Degree required, although outstanding equivalent work experience will be considered. Boston residency required.