

## Temporary Full-time Employment Opportunity

The NYC Civic Engagement Commission (CEC) will be providing interpretation services for Limited English Proficient (LEP) voters at select poll site during early voting and on Election Day for the June 2025 Primary Election. The focus of the Voter Language Assistance Program is to provide interpretation services for languages not covered by the Board of Elections. The CEC seeks two full-time temporary workers (**Associate Outreach Specialists**) to provide administrative and logistical support for this project.

Primary responsibilities would include:

- Help maintain and update poll site project plan.
- Select materials & manage inventory/storage/packing process.
- Assist with outreach to poll site contacts and vendors, compile materials, and staff day-of operations.
- Support with community engagement and outreach which may include liaising with community organizations, civic groups, and community members and on-site event support.
- Communicate key information to project staff and others as needed.
- Support Election Day operations from central location and conduct site visits if needed.
- Support operations on the ground on days of service as needed.
- Process voter assistance and site incident records.
- Conduct post-election inventory and materials storage.
- Provide additional administrative support as needed.

Strong candidates should possess:

- Experience with project management and providing administrative support.
- Ability to thrive in a fast-paced environment, problem solve effectively, and take initiative.
- Excellent written and verbal communication, time management, and organizational skills.
- Strong knowledge of Microsoft Office programs; Airtable knowledge is a strong plus.

Prior experience or strong interest in NYC government is a plus. Please note that fluency in another language is not a requirement. This temporary employment opportunity is contracted through a staffing agency. This is an on-site role.

**Engagement Details:** The position will be full-time (35 hours a week), from May 5<sup>th</sup> to July 3<sup>rd</sup> (end date subject to change). The pay rate is \$27.50 per hour. Hours will be Monday to Friday, 9 AM to 5 PM, with one-hour unpaid lunch break, plus 10 hours of paid overtime on Election Day, June 24, 2025 and 5-10 hours of overtime pay on each of these days: June 20, 21, and June 22. Additional paid overtime may be required in the days before the election.

Please send resume and cover letter to [acobo@civicengagement.nyc.gov](mailto:acobo@civicengagement.nyc.gov) with the subject line: Poll Site Temp Position.