



## **Vietnamese Outreach Assistant Temporary Election Worker Job Description**

**Election Worker IV – \$14.25 per hour**

**Work Schedule – 8AM – 5:00PM**

Objective: The Vietnamese Outreach unit of the Registrar of Voters Office is seeking flexible people to work in a busy environment where the main goal is to make sure language is not a barrier to voting by providing translated election and education materials as well as services.

Basic Knowledge of:

- Vietnamese Culture in San Diego
- Use of a personal computer in a Windows environment
- Use of phones, copy machines, printers and fax (not required, but a plus)

Skills/Abilities

- Strong Vietnamese/English bilingual skills: Read, speak and write both languages
- Strong translation and proofing experience from one language to another
- Ability to do on-line research for translations and proofing
- Able to work weekends and evenings
- Ability to work outdoors and help setup and take down outreach booth
- Excellent customer service
- Read, understand and follow oral and written instruction as well as established policies and procedures
- Good Computer skills : Word, Excel, Internet, Outlook Emails
- Use of layout and formatting software like Publisher or In-design, a plus
- Work with minimal supervision
- Some telephone experience

Example of Duties:

1. Translation and proof reading in English and Vietnamese of Election Sample Ballot & Voter Information Pamphlet, legal notices, voter notices, media releases, Frequently Asked Questions, and website
2. Assist Vietnamese speakers with voter registration and voter information on the phone, at community events and New Citizen ceremonies
3. Assist at Bilingual Poll Worker Orientations
4. Assist at Community Presentations on Voter and Election Information
5. Research in office registration database

Essential Physical Requirements

- Ability to work outdoors
- Must be able to sit or stand for long periods of time; may also need to go from one workstation to another.
- Must be able to perform repetitive movements (i.e. opening mail, research, typing, filing, sorting, bending, lifting, etc.)
- Able to lift up to 25 lbs.