



**BOULDER COUNTY COLORADO**  
**invites applications for the position of:**

# **Communications Coordinator**

Boulder County is a forward-thinking community with over 2,000 employees serving the needs of nearly 300,000 residents. From the peaks of the Rocky Mountains to the thriving agricultural lands and urban centers on the plains, Boulder County's 740 square miles include some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our county's leaders and employees have long held a commitment to being stewards of our land, environment and community. From visionary open space, land use and sustainability policies to award-winning wellness and public service programs, our county government helps foster a vibrant, healthy and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service.

## **SALARY**

Hourly  
\$18.00 - \$20.00

**OPENING DATE:** 06/11/19

**CLOSING DATE:** 06/24/19 11:59 PM

## **DESCRIPTION:**

**OVERVIEW:** Assist Communications Specialist with various duties for the Clerk & Recorder office. The bulk of this time will focus on the work of the Elections Division; however, individual will assist in some tasks and communication campaigns that cover Motor Vehicle and Recording divisions.

**DESCRIPTION OF WORK:** This is an hourly, non-benefited position funded now through early December 2020. Ideal candidate can work between 18-30 / hours week. Hours/days are flexible to work around school or other existing work schedule. Occasional weekend or evening support may be needed. **Pay is \$18-20/hour.**

The ideal candidate will have strong communications skills, familiarity with WordPress or similar website editing platforms, have a positive attitude, be able to take initiative, and be relatively outgoing. Great position for anyone interested in elections who is a junior, senior, recent graduate or graduate student in communications, marketing, journalism, political science, or related field.

This is an **hourly, non-benefited** position and is expected to end in **December 2020**. Work hours are **flexible** and will average **18 to 30 per week**. The position works out of **Boulder, CO**.

**Hiring wage range:** \$18 to \$20 per hour

**EXAMPLES OF DUTIES**

1. Support all communication, voter outreach and education for four upcoming elections: 2019 Coordinated Election; 2020 Presidential Primary; 2020 June Primary; 2020 General Election
2. Help plan and develop content to support social media for three divisions
3. Online research and list building for a variety of outreach and communication programs (elections and motor vehicle)
4. Conduct outreach to local community groups and local government to arrange speaking engagements and assistance at those events
5. Proofreading and assisting with drafting public and press materials
6. Website editing – editing content, uploading documents, and writing website content as needed (Wordpress); HTML experience a plus
7. Design work --ideal candidate has experience in or interest in learning how to create fun layouts like posters and social media memes. Will have access to Canva and Adobe Creative Cloud plus time to learn programs, as needed.
8. General office work – sign creation, tracking outreach, building lists, updating files, data entry, phone assistance, mail processing, etc.

**REQUIRED QUALIFICATIONS**

**EDUCATION:**

- A high school diploma, or equivalent

**EXPERIENCE:**

- At least 1-2 years of internship or previous office experience

**DRIVER'S LICENSE:**

- Employee must have a valid Colorado driver's license and a good driving record (but no personal car needed)

**SUPPLEMENTAL INFORMATION**

**PREFERRED QUALIFICATIONS:**

- Adobe product experience a plus – or similar layout program (Canva, etc.)
- Familiarity with Microsoft Suite and knowledge of government a plus
- Managing social media accounts for an employer

### **KNOWLEDGE, SKILLS, & ABILITIES:**

- Strong desire to learn about election processes, with understanding this is not a political position
- Extreme flexibility and willingness to step up when and where needed; Strong problem-solving ability
- Proven leadership skills, strong computer skills, and great attention to detail and follow-through on projects
- Familiarity with Boulder County - ideally has been to Longmont, Lafayette, Louisville, etc. and feels comfortable exploring the area – delivering posters and other materials to various locations will be part of job

### **ABOUT THE CLERK & RECORDER'S OFFICE:**

The Clerk and Recorder's Office is responsible for issuing and recording marriage licenses, recording all real estate transactions and similar transactions, registering voters, conducting all primary, general and county elections, and, when contracted, municipal and school district elections. The Clerk and Recorder's Office also operates the Motor Vehicle Divisions in the state of Colorado for titling vehicles and issuing license plates.

### **TO APPLY:**

Please send a 1-page resume and SHORT cover note (may be just a few sentences on why position is interesting to you; does not need to be essay and do not repeat your resume) to Mircalla Wozniak, Communications Specialist

– [Mwozniak@BoulderCounty.org](mailto:Mwozniak@BoulderCounty.org). **Applications accepted through Monday, June 24.**

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For deaf and hard of hearing assistance, please call Relay Colorado at 1-800-659-2656.

Boulder County is an Equal Opportunity/Affirmative Action Employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.bouldercounty.org>

Job #2875(ZZ1)  
COMMUNICATIONS COORDINATOR  
BF

ALTERNATIVE FORMAT APPLICATIONS MAY BE ACCEPTED ON A CASE-BY-CASE BASIS. OBTAIN AT:  
Boulder County Courthouse Information Desk

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1325 Pearl Street  
Boulder, CO 80302  
303-441-3525  
[jobs@bouldercounty.org](mailto:jobs@bouldercounty.org)

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