



Elections Coordinator Position Description

April 2026

Division: Election Administration	Department: Election Services
Classification: Non-Exempt	Pay Grade: 12
Location: Orlando	Application Deadline: Open until filled

Position Summary

The Elections Coordinator is responsible for coordinating all aspects of election worker training in Orange County, including scheduling, training, and developing and creating training materials. The role includes documenting and maintaining the department's Standard Operating Procedures (SOP) to ensure consistent, compliant, and efficient workflows. Responsible for tracking and reporting statistical information on voting needs and trends, evaluating procedural compliance with election laws and security standards; analyzing training effectiveness through surveys. Responsible for the implementation and support of election worker management system.

This role reports to the Elections Manager. While it does not involve supervising regular staff, the Elections Coordinator does oversee temporary staff during election events. This role is responsible for the recruitment, training, timesheet review, and evaluation for procedural compliance of Election Trainers.

Skills And Qualifications Required:

- Bachelor's degree from an accredited degree-granting college or university and three years of experience in an administrative position with responsibility for project management
- Exceptional organizational and follow-up skills with attention to detail and accuracy
- Advanced proficiency with Microsoft Office products including spreadsheets, formulas, database queries, and word processing, and ability to learn new software programs
- Strong verbal and written skills with the ability to build rapport quickly, develop and deliver training programs
- Ability to work extended workdays and weekends, with little or no advance notice
- Ability to exercise patience when addressing customer issues
- Prior experience in managing projects and/or teams
- Valid Florida driver license and driving history that meets SOE driving standards – Successful completion of the Orange County Defensive Driving Course

Preferred:

- Bachelor's degree from an accredited degree-granting college or university and a minimum of five years of administrative experience with responsibility for project management, and prior experience working at least two election cycles for another Florida County Supervisor of Elections or a local jurisdiction election office.
- Concentration in Political Science or Business Administration or related field

- Knowledge of applicable county, state, and federal laws, rules, and regulations pertaining to election operations
- Knowledge of all election worker positions to troubleshoot calls on Election Day
- Working knowledge of Voter Focus software
- Knowledge of Orange County and Municipalities located within
- Prior recruiting experience
- Bilingual in English and Spanish

Position Functions and Duties

Training & Development

- Design, coordinate, and deliver all training materials and documentation to support election procedures and compliance. Collaborate with Public Affairs and Technical Writer to ensure materials meet branding requirements
- Document and maintain Elections Department Standard Operating Procedures (SOPs) and training material in collaboration with Technical Writer to support election procedures and compliance
- Collaborate with subject matter experts to ensure content accuracy and relevance for all documentation
- Supervise and train contracted Election Worker Trainers and conduct orientations and training classes for election workers
- With Elections Manager, schedule all training classes, determine class sizes by room, position, workers needed by position and classes to accommodate. Consider days of the week, timeframes, parking, and trainer schedules. Create and provide a calendar to SOE staff and keep it up-to-date. Enter all training classes into Room Outlook Calendars
- Monitor changes in legislation to ensure all training aligns with federal, state, and local election regulations

Database Management & Operational Support

- Test, implement, and maintain the election worker database, ensuring accuracy and completeness of records
- Generate reports on staffing levels, training compliance, and workforce gaps
- Coordinate with IT department to troubleshoot database issues and improve system functionality
- Ensure data integrity, confidentiality, and compliance with applicable data protection policies
- Assign election workers to orientations in the election database
- Assist with the coordination of election worker scheduling for municipal elections
- Assist with election workers I-9 verification and follow through for compliance
- Support candidate filing, qualifying and reporting processes
- Serve as a member of the Proofing Team for ballots, layouts, and election communications
- Provide backup support (voter registration, vote-by-mail requests)
- Perform petition processing and voter record updates
- Crosstrain and support other team members
- Apply knowledge of Florida election laws to respond to public inquiries
- Assist Elections Coordinators and Manager with various duties

Data Analysis & Reporting

- Track and analyze election worker staffing, needs and trends including voter mobility and population growth to optimize resource allocation
- Evaluate training effectiveness and implement improvements based on feedback and performance metrics
- Assist with Election Administration and Voting Survey (EAVS) survey data related to election workers and polling locations

Community Outreach & Recruitment

- Assist in the recruitment of election workers through community events in coordination with Public Affairs
- Participating in outreach and educational events as needed

General Duties

- Handle special projects assigned by leadership
- Perform other duties as assigned

Working Conditions

The majority of the work is performed indoors in an air-conditioned office seated at a desk facing a computer screen. Occasionally there may be work indoors and outdoors at polling locations, voter registration sites and community venues. Requires frequent contact with business professionals, members of the public, and co-workers.

At peak times during elections cycles, this position will require long periods of standing, walking and some lifting.

This position requires full-time hours Monday through Friday, in addition to frequent extended workdays and weekend work due to community events. During election periods, extended workdays and weekend work are frequent, sometimes with little or no advanced notice.

Special Equipment

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: multi-line phone system, computer, laptops, tablets, scanner, imaging systems, election equipment, voting tabulators, election media, e-poll tablets, pallet jack, box cutters, printers, facsimile machine, copier, calculator, and company vehicles.

Physical And Mental Demands

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Reaching	Standing	Reading and Comprehending
Driving	Hand-Eye Coordination	Focus for Extended Periods
Bending	Walking	Sitting
Pushing	Grasping	Repetitive Wrist Motion
Pulling	Lifting and/or Carrying (up to 20-30 lbs.)	Mental Alertness
Crouching		Visual Acuity
Lifting and/or Carrying (up to 20-30 lbs.)		Hearing
		Decision-Making
		Oral Communication

DISCLAIMER

This is a general overview of this position. The Orange County Supervisor of Elections reserves the right to change, alter, or void all or any part of this position overview at any time, with or without notice.

AT WILL STATEMENT

Employment at the Orange County Supervisor of Elections Office is "at-will." The employee or employer may terminate it at any time, with or without cause. It is not guaranteed, contracted, or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter your employment's at-will status or enter into any employment contract with you. The Orange County Supervisor of Elections reserves the right to change, amend, or revoke pay rates, terms and conditions of your employment, and job offers at any time.

HOW TO APPLY

Email applications to: recruiter@ocfelections.gov

Mail application to: Orange County Supervisor of Elections
 Attention: Human Resources
 PO Box 562001
 Orlando, FL 32856