

Election Administration Intern - Civic Internship Program

PAY RATE: \$14.00 - \$14.50 Hourly

GENERAL OVERVIEW OF POSITION:

Under the direction of the City Clerk, the Election Administration Intern performs a variety of specialized administrative tasks and projects. The Election Administration Intern will also experience many other City of Kenosha departments including: Kenosha Fire Department, Kenosha Police Department, Kenosha Municipal Airport, and many more!

EXAMPLE OF DUTIES & RESPONSIBILITIES:

- Assist in the administration of elections
- Prepare election materials, reports, and certification of election
- Proof ballots
- Mail and track absentee ballots
- Organize and assist during early in-person voting
- Organize and assist during absentee central count
- Assist with testing election equipment
- Coordinate polling places setups
- Organize the delivery of election materials to County Clerk
- Assist in the reconciliation and reporting of election results to the WI Election Commission
- Maintain financial records relative to election equipment and supplies
- Receive, check for accuracy and track candidacy paperwork and campaign finance reports
- Prepare presentations and conduct training for election officials and community organizations
- Create social media posts and advertising for voter education and outreach
- Learn to implement changes required by federal and state law and update policies and procedures
- Maintain confidentiality of calls, memos, correspondence, conversations and other subject matter