

Commissioners

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Chinese Language Outreach Assistant

Position Summary:

The Chinese Outreach division at the Chicago Board of Election Commissioners is seeking a Chinese Language Outreach Assistant for the upcoming November 5, 2024 Presidential Election. The primary function of this position is to promote voter participation in the Chinese community in the City of Chicago and to comply with Section 203 of the Voting Rights Act (VRA).

Salary & Schedule:

This is a part-time position with no more than 30 hours per week at a rate of \$25 per hour. Anticipated duration of employment is August 5, 2024 – late November 2024. The applicant must be able to work on-site at the Board offices located at 69 West Washington Street, Chicago, IL 60602.

This is **not** a remote position.

Responsibilities:

- Promoting outreach and education to the Chinese community in the City of Chicago including but not limited to attending special events and meetings with community organizations.
- Translating and proofing materials for the Chinese-speaking community in the City of Chicago.
- Recruiting bilingual poll workers (election judges, election coordinators, early voting officials, etc.) for designated precincts and early voting locations.

Required Qualifications:

- Must be able to read, write and speak Chinese fluently.
- Previous experience in written translation from English to Chinese, preferred.
- Must be computer savvy and proficient in Excel.
- Understanding of Chicago's cultural landscape and active with community organizations in the City of Chicago.
- Must be a City of Chicago resident and eligible to work in the US.
- Must be in compliance with the Board's mandatory COVID vaccination policy.

Applicants may reach out to Jane Lau via email chinesevote@chicagoelections.gov and include in the subject line: Chinese Assistant.

The Board is an Equal Opportunity Employer.