

Commissioners

MARISEL A. HERNANDEZ, *Chair*
WILLIAM J. KRESSE, *Commissioner/Secretary*
JUNE A. BROWN, *Commissioner*
CHARLES HOLIDAY, JR., *Executive Director*



Polish Language Outreach Assistant

Position Summary:

The Polish Outreach division at the Chicago Board of Election Commissioners is seeking a Polish Language Outreach Assistant for the upcoming November 5, 2024 Presidential Election. The primary function of this position is to promote voter participation in the Polish community in the City of Chicago.

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 Polish 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 Polish-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 Polish fluently.
- Previous experience in written translation from English to Polish, 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 Monika Galuszka via email polishvote@chicagoelections.gov and include in the subject line: Polish Assistant. You may also reach out via phone at 312-269-5702.

The Board is an Equal Opportunity Employer.