

Commissioners

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Tagalog Language Outreach Assistant

Position Summary:

The Community Services division at the Chicago Board of Election Commissioners is seeking a Tagalog Language Outreach Assistant for the upcoming November 5, 2024 Presidential Election. The primary function of this position is to promote voter participation in the Tagalog-speaking 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 Tagalog-speaking 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 Tagalog-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 Tagalog fluently.
- Previous experience in written translation from English to Tagalog, 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 Audra Lewicki via email at alewicki@chicagoelections.gov and include in the subject line: Tagalog Assistant.

The Board is an Equal Opportunity Employer.