

Job Announcement: Temporary Support Staff to the Tribal Election Board

Position Title: Temporary Election Support Specialist

Location: Hybrid (with occasional travel as needed)

Duration: Part-Time, Temporary (not to exceed beyond July 13, 2025)

Salary: \$14.00-\$16.00 per hour, depending on experience

Benefits not included.

Job Summary: The Temporary Election Support Specialist will provide essential administrative and operational support to the Caddo Election Board during the upcoming election cycle. This role is critical in ensuring the smooth execution of the election process, including voter registration, polling logistics, and compliance with the tribe's Election Ordinance and Constitution.

Key Responsibilities:

- Assist in executing the election timeline, the preparation and distribution of election announcements and materials.
- Support voter registration efforts, including data entry, verification, and outreach to tribal members.
- Coordinate with the election board staff to schedule and prepare for election related meetings and events.
- Provide respectful service by responding to inquiries from voters, candidates, and other stakeholders regarding election procedures and deadlines.
- Assist in the recruitment and training of poll workers, ensuring they are well versed in election protocols and procedures.
- Maintain accurate records and documentation related to election activities, ensuring compliance with the Election Ordinance and Constitution.
- Liaise with appropriate Caddo Nation employees to assist the election board in conducting tasks related to the business of the election and functions of the board.
- Perform other duties as assigned to support the successful execution of the 2025 election.

Qualifications:

- High school diploma or equivalent; associate of bachelor's degree preferred.
- Reliable transportation required.
- Previous experience in administrative support, elections, or a related field highly desirable.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Excellent communication and interpersonal skills with the ability to work effectively with diverse populations.
- Proficiency in Microsoft Office Suite and experience with database management.
- Knowledge of tribal government structures and election processes is a plus.
- Must not be a brother, sister, parent, or child by direct blood to any election candidate.
- A background check will be conducted to ensure no conviction of felonies or misdemeanors involving misuse of monies or conduct that inhibits the promotion and

protection of the health, peace, morals, education and general welfare of the tribe and its members.

Application Process:

Interested candidates should submit a resume and cover letter via email to Election Board Chair, Sydney Samaniego (ssamaniego@mycaddonation.com) detailing their qualifications and interest in the position. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity:

The Election Board is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, or any other protected status.

This temporary position offers a unique opportunity to contribute to the election process and gain valuable experience in tribal governance and election administration.

This position is hired by and reports to the Election Board. The Election Board operates independently, ensuring that the Election Board's actions are not influenced to maintain the integrity of the electoral process.