



Job Title: Manager of Communications & Outreach

Department: Public Affairs - Communications & Outreach

Reports To: Chief Communications & Outreach Officer

FLSA Status: Exempt

Location: Orange County Supervisor of Elections Office

Date: April 23, 2025

About the Orange County Supervisor of Elections Office

We don't just run elections — we bring democracy to life. Every day, we empower voters, protect the integrity of the vote, and make civic participation something to celebrate.

Our mission is serious: fair, secure, and accessible elections — but our approach is spirited, people-first, and purpose-powered. With trust, transparency, and technology on our side, we're the team behind the scenes (and often center stage) ensuring that ballots are counted, voices are heard, and democracy shows up on time, every time.

About the Public Affairs - Communications & Outreach Department

The Communications & Outreach Department is where facts meet feeling and elections become engaging. Whether we're out in the community, online, in the news or in the classroom, we make sure voters know when, where, and how to vote—and feel good about doing it.

We speak *human*, not government. With a voice that's credible, accessible, and supportive, we simplify complex information, answer tough questions, and turn curiosity into confidence. We're creatives, strategists, storytellers, and community-builders, and above all, election workers who believe democracy deserves good design and great vibes.

Why Join Us?

You're the maestro behind the message—turning strategies into stunning campaigns and big ideas into daily wins. If you love storytelling, civic pride, design that makes a difference, and the thrill of a perfectly executed campaign—then you'll fit right in. If simplifying complex info, building trust through transparency, and helping people feel empowered to vote, gives you goosebumps this might be the role you've been waiting for.

About the Role

This isn't your average communications gig — it's a front-row seat to the magic of civic engagement.

As the Communications & Outreach Manager, you'll be the architect behind the campaigns and conversations that empower Orange County voters. From strategy to storytelling, you'll shape everything from voter guides and social posts to community partnerships and press moments — turning complex information into clear, creative, and people-first messaging.

With one foot in creativity and the other in logistics, you'll lead the charge in making sure every message we share is consistent, credible, and community minded. Whether it's coordinating a multi-media rollout, managing timelines, or ensuring brand consistency across every channel, you keep the machine humming.

In your hands, civic engagement feels welcoming, exciting, and just a little easier (even though we know it's not). If you believe that trust is built through transparency, and that design and storytelling can help turn civic duty into community pride — this is the role for you.

What You'll Do

- Act as a strategic partner to the Chief of Communications & Outreach Officer, helping bring the department's integrated communications strategy to life.
- Lead the planning and execution of public relations campaigns that drive voter awareness, education, and engagement.
- Manage brand identity and creative direction across all materials, platforms, and channels.
- Develop and oversee consistent, cross-platform messaging—including print, digital, video, and in-person outreach.
- Supervise high-level campaign rollouts related to key elections events and voter milestones.
- Build relationships with media outlets, community leaders, and civic organizations to amplify our impact.
- Collaborate with Administration to support internal communications, staff recruitment, and employer branding.
- Lead the development and publication of the official Voter Guide and all voter education resources.
- Serve as the keeper of the office's 2-Year Report as required by the Florida Division of Elections.
- Perform other duties as assigned

What You Bring

Must-Haves:

- A bachelor's degree in Communications, Public Relations, Marketing, Journalism, Public Administration, or a related field.
- 5+ years of experience in communications, campaign management, or public relations.
- Proven leadership skills in managing projects and people on tight deadlines.
- Outstanding writing, editing, and storytelling skills — across formats and audiences.
- Strong organizational skills and the ability to juggle shifting priorities.
- Experience working with media, community partners, and external stakeholders.
- Confidence with digital tools, content platforms, and collaboration software.

Bonus Points For:

- Government, elections, media or civic engagement experience.
- Experience planning large-scale strategic communications campaigns.
- Knowledge of Florida election law and public records requirements.
- Bilingual fluency (Spanish or Haitian Creole preferred).

Work Environment

- Regular, but not constant evenings and weekends will be part of the rhythm — mostly during outreach events and election season.
- Local travel for community events and media opportunities is part of the adventure.
- Typical office environment with plenty of screen time and creative collaboration.

Physical and Mental Demands:

Requirements & Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Reaching	Standing	Reading and Comprehending
Driving	Adaptability to Changing Priorities	Focus for Extended Periods
Walking	Walking	Sitting
Pulling	Grasping	Repetitive Wrist Motion
Pushing	Repetitive Wrist Motion	Mental Alertness
Crouching	Collaboration and Team Interaction	Visual Acuity
	Lifting and/or Carrying (up to 20 lbs.)	Hearing (normal conversation level)
		Hand Eye Coordination
		Oral and Written Communication
		Project Management
		Multitasking

Disclaimer:

This is a general overview of this position. The Orange County Supervisor of Elections reserves the right to change, alter, or void all or any part of this position overview at any time, with or without notice.

At Will Statement:

Employment at the Orange County Supervisor of Elections Office is "at-will". The employee or employer may terminate it at any time, with or without cause. It is not guaranteed, contracted, or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter your employment's at-will status or enter into any employment contract with you. The Orange County Supervisor of Elections reserves the right to change, amend, or revoke pay rates, terms and conditions of your employment, and job offers at any time.

How to Apply:

Email applications to: recruiter@ocfelections.gov

Mail application to:

Orange County Supervisor of Elections
Attention: Human Resources
PO Box 562001
Orlando, FL 32856