

Scope of Services

The Election Manager shall assist the DLANC in providing the following services:

- A. Assist in creating an outreach plan;
- B. Provide “customer service” to candidates and voters.
- C. Respond to e-mails, calls and requests for election assistance.
- D. Work with the City Clerk, chairs of the DLANC election and outreach committees, and treasurer on election items;
- E. Coordinate the design, printing and distribution of election materials;
- F. Recruit poll volunteers;
- G. Assist with planning town halls and/or candidate forums and meet-and-greets.
- H. Attend election committee meetings;
- I. Write copy for e-mail blasts to stakeholder mailing list;
- J. Coordinate social media and newsprint advertising campaigns; assist in planning candidate recruiting events
- K. Other election related tasks as determined by the election and outreach committees.