



# Polling Staff – Australian Federal Election

## Job information Pack

**Classification:** Austrade Overseas Performance Level D (AOPLD)

**Salary:** **USD32.00 an hour**

**Location:** San Francisco, CA, USA

**Employment type:** Temporary - two week period, finishing no later than 21 May 2022

### The role

The Australian Consulate General in San Francisco is looking for some short-term help, to assist Australians cast their vote at the upcoming Australian Federal election.

This opportunity may be up to a two-week period (Monday to Friday, 9.00-5.00pm). This working period will take place no later than 21 May 2022 but is dependent on when the election takes place. A two-hour paid induction/training program is also offered.

Familiarity with voting in Australian federal elections and knowledge of geographical places and locations across Australia would be advantageous. Applicants are **not** however required to be Australian citizens but you must have the right to work in the United States.

The ability to collate, count, file and alphabetise documents is essential. Desirable skills and attributes include excellent client service skills and the willingness to help Aussies cast their vote. This is an in-person role and is located at the Consulate at 575 Market St, San Francisco.

### Duties include:

- Distribution of ballot materials to voters
- Provide guidance, advice and directions as appropriate to voters
- Collate, count, file and alphabetise documents
- Assist in identifying voter's electorates (using alphabetically ordered electoral division information to locate Australian addresses)
- Issue correct ballot papers
- Monitoring polling booths to ensure a clean and operational voting environment

## Additional Duties include :

- Assist with the set up and pack up for furniture and voting equipment
- Transport of ballot materials between locations.

## If this sounds interesting, we need two things from you:

Please complete a brief written statement addressing the following three points in order. Your response should be succinct and no longer than 300 words in total. Please write the responses in a Word document and email it **along with your CV** to [sanfrancisco@Austrade.gov.au](mailto:sanfrancisco@Austrade.gov.au)

1. Briefly outline your knowledge of the system of voting in Australian federal elections and any relevant experience;
2. Demonstrate your general knowledge of Australian regions, cities and towns and how you have obtained this knowledge;
3. Detail your availability to work during the dates and hours required

**Please note only successful candidates may be contacted.**

## Eligibility

To be eligible for consideration and appointment you must have:

- **Work Authorisation** - to be eligible for employment with Austrade in the USA, candidates must be legally authorised to live and work in the USA at the time of appointment.
- **Language** - the successful candidate must be fluent in written and spoken English.

## Contacts

After reading this 'Information Pack' should you require additional information you are encouraged to contact [SanFrancisco@austrade.gov.au](mailto:SanFrancisco@austrade.gov.au)

## Application closing date

Applications close **Wednesday 13 April** (USA, 11:59pm, San Francisco)