



Equipment Site Coordinator

Assignment

- Varies by assignment

Reports To

- Chief Deputy of Elections / Election Operations Manager

Compensation

- \$12.50 per hour

Location

- Carson City Community Center
- Stewart Colony Wellness Center (*Election Day only*)
- Additional polling places as assigned

Position Summary

- The Election Polling Location Equipment Coordinator is responsible for delivering, setting up, testing, supporting, and returning all polling place equipment and supplies. This role ensures voting systems and related materials are deployed securely, accurately, and on schedule in compliance with Nevada election laws and procedures.

Schedule

- Election Day and/or early voting periods
- Flexible shifts; punctuality is essential



Equipment Site Coordinator

Key Responsibilities

- Deliver, set up, and test voting equipment and supplies at polling locations.
- Troubleshoot and resolve minor technical issues during voting periods.
- Maintain chain-of-custody and accurate documentation for all equipment.
- Assist with equipment security, ADA compliance, and emergency support.
- Tear down and return equipment post-election; complete inventory and reports.

Qualifications

- Strong organizational and problem-solving skills.
- Ability to lift up to 50 lbs and work at multiple sites.
- Familiarity with basic technology and troubleshooting.
- Commitment to impartiality, confidentiality, and election integrity.