

ULSTER COUNTY BOARD OF ELECTIONS



284 Wall Street
KINGSTON, NEW YORK 12401
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The Ulster County Board of Elections (UCBOE) is dedicated to upholding the laws of the United States, the mandates of the New York State Constitution, and the Rights of the People of New York State to cast their votes in all Federal, State, County, Town, Village (upon request), and required Special Elections, to fairly and accurately count the ballots for public offices, propositions and bond issues, and to safeguard the free elections of a democratic society.

Annually, the Ulster County Board of Elections recruits and trains approximately 600 temporary election inspectors to assist voters at 83 polling locations across the County on Election Day. The UCBOE internship will focus on assisting the department with all aspects of our election inspector program – recruitment, training, scheduling and general administration.

Intern Job Responsibilities:

- Understands the importance of the Ulster County Board of Elections mission to serve voters
- Reports to the Election Inspector Coordinators for daily priorities
- Promotes becoming an Election Inspector with eligible students and the public
- Engages with existing and potential election inspectors via phone, email, postal mail and text
- Provide suggestions to UCBOE staff for improving service standards and internal processes.

Work Hours:

Expected weekly commitment of 6-8 hours. Flexible scheduling. Possibility for paid hours during the summer if approved by Ulster County.

Intern Qualifications/Skills:

- Strong communication
- Organization/Scheduling
- Professionalism
- Confidentiality

Education/Experience:

- In 3rd or 4th year of High School
- Pre-registered to vote in Ulster County

To Apply:

Email your letter of interest to elections@co.ulster.ny.us For more information contact Nicole or Fran at 845-334-5470