

# Structured Example of a Job Ad for Temps and Poll Workers

Section	Guidance	Example Language
<b>Job Title</b>	Remove as much jargon as possible.	Election Worker   Election Support Team Member
<b>Introduction</b>	This is your chance to MARKET your opportunity. Make the opportunity compelling and interesting.	Join our dedicated team and play a crucial role in ensuring fair and secure elections. We're looking for responsible, detail-oriented and non-partisan individuals to assist in the election process. Be a part of something bigger—contribute to your community!
<b>Key Responsibilities</b>	Keep it as simple as possible.	<ul style="list-style-type: none"><li>• Customer service interactions with voters</li><li>• Tracking data through spreadsheets</li><li>• Writing objective observations</li><li>• Perform tasks based on specific directions.</li></ul>
<b>Requirements</b>	Be sure to include only key requirements. Remove anything that can be trained on the job.	<ul style="list-style-type: none"><li>• Registered voter in Maryland</li><li>• Reliable transportation</li><li>• No direct experience necessary on the job training will be provided</li></ul>
<b>Benefits</b>		<ul style="list-style-type: none"><li>• Temp Position</li><li>• \$20-\$25 an hour</li><li>• September-December 40 hours per week</li></ul>
<b>Call to Action</b>	Give candidates a sense of urgency and a timeline for when they should expect to hear back.	Apply by heading to our website. We are hoping to begin onboarding on X date so apply now! Questions please reach out to XXX!