

Multi-partisan Assistance Teams (MATs)

Purpose: This position provides assistance to residents of nursing homes, encouraging expanded access to voting through the absentee by mail ballot process.

Minimum Education, Training or Experience: High School Diploma or GED. Possession of a valid driver's license and working vehicle is required (mileage will be reimbursed).

Essential Functions

- Check out required supplies from the office before each shift begins and return supplies promptly after the shift.
- Drive to various nursing homes throughout Buncombe County using your personal vehicle, as directed by the absentee supervisor.
- Assist residents in nursing homes with registering to vote, requesting an absentee ballot, and completing their absentee ballot.
- Use a tablet and/or laptop to look up voters in our voter database.
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities:

- Must have clear handwriting for the purposes of filling out paper forms.
- Must remain completely impartial and avoid all political discussion while working.
- Comfortable working on a tablet or laptop.
- Experience working with the elderly is preferred.

Position Information:

This is a part time position with flexible scheduling between the hours of 8am-5pm, Monday-Friday.

The facilities we visit and the employees of the MAT Team are required to follow COVID safety precautions put in place by the Department of Health and Human Services as well as the CDC, including social distancing and the use of PPE.

Salary: \$15/hr