



GRAND HAVEN CHARTER TOWNSHIP
JOB POSTING

POSITION:	ELECTIONS ASSISTANT
STATUS:	Temporary, as needed, Part-Time, Non-Exempt
SCHEDULE:	25-30 hours varies per week centered around elections
SALARY/PAY:	\$21.00 per hour depending on qualifications and experience
DEADLINE:	Open until filled; Application review will begin May 20, 2026.

A DAY IN THE LIFE:

- Works a temporary schedule centered around elections, mostly starting a month prior to any election.
- The schedule fluctuates with elections as well as the hours for the Elections Assistant depend on the number of elections within a calendar year. (i.e. if there are four elections in a year, the Elections Assistant will work more hours and if there is only one election in a year the Elections Assistant will work less hours.)
- Assists with preparations for all elections held in the Township including processing of absentee voter applications and absentee ballots.
- Assists with answering phones and election related questions.

ESSENTIAL FUNCTIONS:

- Ensures voter registration/master files are updated and retained in accordance with current retention guidelines.
- Processes voter registration applications.
- Assists with preparations for elections held in the Township including processing of absentee voter applications and absentee ballots, answering questions and phone calls, and other duties as requested by the Clerk or Deputy Clerk.
- Performs related work as required by the Clerk or Deputy Clerk.
- Enters, records, stores, or maintains information in written or electronic form.
- Transfers miscellaneous records into software programs including but not limited to QVF, Microsoft Word and Microsoft Excel.
- Other duties as assigned.

WHAT YOU WILL NEED:

- Prior experience in Qualified Voter File (QVF) and elections desirable.

HOW TO APPLY:

- Send an application to KSherwood@ghtmi.gov ; Applications may be found at: <https://ghtmi.gov/departments/administration-human-resources/employment-opportunities/> OR submit a resume through Indeed at: <https://www.indeed.com/job/elections-assistant-temporarypart-time-7dc0c54440118a34>
 - Direct any questions to Karen Sherwood, Human Resources Director, at 616.604.6309.
 - Application deadline: Open until filled; **Application review will begin May 20, 2026.**
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Grand Haven Charter Township is committed to Equal Employment Opportunity and to attracting and retaining the most qualified employees regardless of race, national origin, religion, sexual orientation, gender, age, height, weight, or disability.