



## Welcome to the EMILY's List Job Bank Job Distribution List!

**This is the EMILY's List Job Distribution List for July 20th, 2018.**

**If you've heard about a job through the EMILY's List Job Distribution List, please be sure to note that in conversation or in your cover letter.**

***AS ALWAYS, please be sure to keep the EMILY's List Job Bank up to date with your job search progress!***

Please excuse any formatting problems as postings are simply copied and pasted from original listing with no additional edits performed by the EMILY's List Campaigns Department. Please be sure to follow contact instructions in each posting.

***For any questions, feel free to contact [jobbank@emilyslist.org](mailto:jobbank@emilyslist.org)***

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## **Email Director**

EMILY's List, the nation's largest financial resource for women candidates, is searching for an Email Director to join our Digital team. EMILY's List has raised over \$500 million to support pro-choice Democratic women candidates – making them one of the most successful political organizations ever. Our grassroots community of over five million members helps Democratic women wage competitive campaigns – and win. We recruit and train candidates, support strong campaigns, research the issues that impact women and families, and turn out women voters. Since our founding in 1985, we have helped elect 116 women to the House, 23 to the Senate, 12 governors, and over 800 to state and local office. Forty percent of the candidates EMILY's List has helped elect to Congress have been women of color. Since the 2016 election, thousands of women and counting have reached out to us about running for office. To harness this energy, EMILY's List has launched Run to Win, an unprecedented effort to help more women run and win at the local, state, and national levels.

### **Principal Responsibilities**

The Digital department is responsible for engaging and growing the community of people who support EMILY's List online. The department works closely with the Development, Communications, and Campaigns teams to ensure our online program advances the organization's fundraising, growth, messaging, and electoral priorities.

The Email Director will be responsible for running our email program -- planning, drafting, and executing grassroots email campaigns using fundraising, advocacy, and organizing tactics to engage our community in the fight to elect pro-choice Democratic women candidates.

### **Specific Duties**

- Work with the VP of Digital and content team to run our email program— from planning to execution;
- Manage the workflow of email writers/producers; • Create, populate, and manage the email calendar;
- Draft creative emails based on fundraising and advocacy best practices;
- Peer edit your teammates' writing;
- Set up emails and email landing pages; Proofread and checklist the emails and landing pages set up by your peers;
- Work with the VP of Digital, Deputy Digital Director, and the Digital team to identify opportunities for online growth and engagement across channels;
- Conduct, analyze, and share findings of regular testing to identify the most effective strategies and messages;
- Ensure content on all online properties is up to date and relevant;
- Stay up-to-date on cutting-edge technology and innovation within the field;
- Other projects as assigned.

## **Qualifications**

- Minimum 3-5 years of experience contributing to or managing a fundraising-based email program, preferably in a campaign, political, or non-profit organization.
- Expert knowledge of online fundraising and email best practices; Strong email writing and editing skills;
- Advanced knowledge in using eCRM technology with a preference for knowledge of BSD tools;
- Adept in writing and editing HTML;
- Management experience preferred;
- Commitment to the diversity of our candidates, membership, partners, and staff;
- Commitment and passion to elect Pro-Choice Democratic Women.

Candidates for this position must be self-directed, politically savvy, and have a sense of humor. Expert understanding of digital tools, email strategy, online fundraising, and HTML are required.

Candidates should be able to handle multiple projects at once, work well under deadline, and understand that the internet isn't a 9 to 6 kind of job.

EMILY's List offers a competitive salary and a strong benefits package. The salary range for this position is \$70,000 to \$90,000 depending on experience. To apply, email resume and cover letter to [digitaljobs@emilyslist.org](mailto:digitaljobs@emilyslist.org), subject line "Email Director." No calls, please.

EMILY's List is an Equal Opportunity Employer that values a multicultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.

EMILY's List prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment based on gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.

## **Reporting and Automations Manager**

EMILY's List, the nation's largest financial resource for women candidates, is searching for a Reporting and Automations Manager to join our Data and Technology team. EMILY's List has raised over \$500 million to support prochoice Democratic women candidates – making them one of the most successful political organizations ever. Our grassroots community of over five million members helps Democratic women wage competitive campaigns – and win. We recruit and train candidates, support strong campaigns, research the issues that impact women and families, and turn out women voters. Since our founding in 1985, we have helped elect 116 women to the House, 23 to the Senate, 12 governors, and over 800 to state and local office. Forty percent of the candidates EMILY's List has helped elect to Congress have been women of color. Since the 2016 election, thousands of women and counting have reached out to us about running for office. To harness this energy, EMILY's List has launched Run to Win, an unprecedented effort to help more women run and win at the local, state, and national levels.

### **Principal Responsibilities**

The Reporting and Automations Manager serves as the primary data workflow expert within the Data/Technology team, working across teams to ensure datadriven decisions are made via automated reports. As a part of the Data/Technology team, the Reporting and Automations Manager fulfills a key role in furthering EMILY's List's mission of electing pro-choice Democratic women across the country.

### **Specific Duties**

- Manage the flow of data to and from varying databases;
- Maintain data integrations and pipelines;
- Produce automated reporting tools for other departments;
- Crosstrain to support other members of the data team;
- Other Duties as assigned;

### **Requirements**

- Proficiency in spreadsheets and SQL (Redshift preferred);
- Proficiency with Data Pipelines (Python preferred);
- Ability to manage multiple projects at once in a fast-paced environment;
- Ability to communicate technical concepts to a non-technical audience; Working on a collaborative team where skill-share is encouraged
- Commitment to the diversity of our candidates, membership, partners, and staff; Commitment and passion to elect Pro-Choice Democratic Women.

EMILY's List offers a competitive salary and a strong benefits package. The salary range for this position is \$50,000 to \$70,000 depending on experience. To apply, email resume and cover letter to [datajobs@emilyslist.org](mailto:datajobs@emilyslist.org), and enter the job title and your name as the subject. No calls, please.

EMILY's List is an Equal Opportunity Employer that values a multicultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.

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## **Eastern Regional Finance Director**

EMILY's List, the nation's largest resource for women in politics, is searching for an Eastern Regional Finance Director to join our Development team. EMILY's List has raised over \$500 million to support pro-choice Democratic women candidates – making them one of the most successful political organizations ever. Our grassroots community of over five million members helps Democratic women wage competitive campaigns – and win. We recruit and train candidates, support strong campaigns, research the issues that impact women and families, and turn out women voters. Since our founding in 1985, we have helped elect 116 women to the House, 23 to the Senate, 12 governors, and over 800 to state and local office. Forty percent of the candidates EMILY's List has helped elect to Congress have been women of color. Since the 2016 election, thousands of women and counting have reached out to us about running for office. To harness this energy, EMILY's List has launched Run to Win, an unprecedented effort to help more women run and win at the local, state, and national levels.

### **Principal Responsibilities**

The Eastern Regional Finance Director is part of a dynamic team whose principal responsibility is cultivating continued support among existing \$5K+ donors and recruiting new supporters at the major gifts level. Candidates should be experienced, innovative fundraisers who can create and implement a fundraising plan for a designated territory. This territory serves the Northeast (Maine, Vermont, New Hampshire, Massachusetts, Rhode Island) and the Mid-Atlantic (Pennsylvania, Delaware, Maryland, Washington DC, Virginia and West Virginia). This position is based in the region.

### **Specific Duties**

- Cultivate and solicit major gifts from individuals in the region;
- Develop new relationships and build robust prospect pool, as well as retain and upgrade existing donors;
- Use a variety of solicitation tools, including events, meetings, calls, and online communication;
- Maintain strong internal relationships as the individual works with a variety of staff members in the national office, including the Sr. Director of Major Gifts, Vice President of Development, President, and other members of the senior staff as well as peers across the country;
- Play a leadership role in the planning of the annual We Are EMILY Conference and Gala;
- Plan regular development and fundraising trips for the President and other senior staff as needed;
- Perform other duties as assigned.

### **Qualifications**

Ideal candidates will have a minimum of five years of fundraising experience and direct major donor solicitation, including prospecting and upgrading, and a proven track record securing

major gifts. Applicants should be innovative self-starters, able to work independently, as well as with a wide variety of people, demonstrate an ability to prioritize and handle a wide variety of projects and commit to results. Strong knowledge of Microsoft Office Suite and fundraising databases, ideally Raiser's Edge, is a plus. Campaign and/or political experience helpful but not required. Travel is expected up to 30% of the time, including regular trips to Washington, DC.

Having an interest in electing pro-choice Democratic women is required, along with a commitment and passion to the diversity of our staff, candidates, membership, and partners.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to [majorgiftsjobs@emilyslist.org](mailto:majorgiftsjobs@emilyslist.org) - subject line including your name and the job title. No calls, please.

EMILY's List prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment based on gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.

# **Campaign Manager**

## **Vote No On Amendment One Coalition**

### **Charleston, WV**

*This past legislative session, the West Virginia legislature passed Senate Joint Resolution 12, placing a referendum on the ballot this November entitled “Amendment No. 1, No Constitutional right to abortion Amendment.” If a majority of the electorate votes for it, the West Virginia Constitution will be amended to read “Nothing in this Constitution secures or protects a right to abortion or requires the funding of abortion.”*

*Amendment 1 is the single most extreme attack on women’s health in West Virginia history. If it passes, it would be the first time in state history that we will have stripped people of their existing constitutional rights. Amendment 1 is part of a long-term strategy by hardline politicians to outlaw safe, legal abortion in the United States. In pushing to get Amendment 1 on the ballot this November, cynical legislators were playing politics with West Virginians’ lives believing this ballot measure would turn out the most extreme members of their base.*

*The Campaign Manager has the opportunity to lead an unprecedented campaign that will protect the state constitution and West Virginia women.*

#### **Position Title**

Campaign Manager

#### **Status**

Temporary Exempt

#### **Reports To**

Campaign Executive Committee

#### **Duration**

This is a cycle-limited position, expected to terminate on or about November 30, 2018

Under the direction of the Vote No on Amendment One Coalition Executive Committee, the Campaign Manager works with consultants, other campaign vendors, campaign staff, and the staff and leadership of supporting organizations to plan and execute a comprehensive campaign plan on a day-to-day basis. The Campaign Manager will supervise the campaign staff, manage the budget and expenditures, and work with the legal/compliance structure as necessary. The position will be based out of Charleston, West Virginia and will require irregular hours and statewide travel. S/he will manage the day-to-day aspects of the campaign including:

- Supervising all campaign staff
- Ensuring effective communications and coordination between all elements of the campaign
- Identifying potential obstacles to success early on and troubleshooting
- Creating a transparent campaign environment with an emphasis on professional communications between all stakeholders

- Developing and executing a voter contact field plan
- Engaging and coordinating coalition committees and partners
- Identifying and managing earned media and social media opportunities
- Ensuring all reporting is completed accurately and on time
- Aiding in campaign fundraising as requested
- Managing payroll for paid staff and ensuring vendors are paid in a timely fashion
- Representing the campaign at events
- Developing and running training boot camps
- Overseeing GOTV activities and volunteer recruitment
- Ensuring compliance with relevant tax and campaign laws

### **Desired experience**

- 3-5 cycles of campaign management experience, statewide preferred, including experience overseeing budget and expenditures, supervising staff, developing and executing a voter contact field plan, managing a communications plan, and overseeing GOTV activities
- Demonstrated ability to successfully manage competing, time-sensitive priorities in a high-pressure environment
- Demonstrated ability to successfully manage a coalition with diverse members, partners and constituencies
- Strong political instincts

### **Compensation**

Salary will be based on experience.

### **To apply**

Please send cover letter describing your campaign experience and resume to noamendment1jobs@gmail.com with the subject line, "Application: Campaign Manager." Applications received by May 16, 2018 will be given preference but applications will be accepted until the position has been filled.

No phone calls or email inquiries, please. Only those selected for further discussion will be contacted.

This coalition is an equal opportunity/ affirmative action employer and encourages women, people of color, persons with disabilities, and LGBTQIA+ individuals to apply. We value a diverse workforce and an inclusive culture.

## **Field Organizers (9)**

### **270 Strategies**

### **Various Locations**

Do you believe school boards should reflect the communities they serve? Do you believe high schools should prepare students for the jobs of the future? Do you believe that communities have the power to change their local schools?

A forward-thinking, national education nonprofit is leading a campaign in key cities to get more people involved and advocating for change at their local school boards. They believe school board involvement is a critical way for communities to claim their stake in the educational systems that serve the next generation.

We seek experienced field organizers in targeted cities who will lead our efforts on the ground. Organizers will develop relationships with partner organizations, build a team of community members who are regularly engaging their local school boards, and plan events to build to community in targeted cities.

Organizers will report directly to the Organizing Director and will be based in one of the following cities: **Los Angeles, San Diego, Seattle, Tacoma, Colorado Springs, Denver, Chicago, Nashville, and Memphis.** Positions will be filled on a rolling basis, and we are looking to fill positions immediately. This role will require evening and weekend hours.

#### **Responsibilities**

- Recruiting, developing, and training a team of local community leaders that represent their community
- Building and tracking relationships with community members and community leaders
- Supporting relationship-building and coordinating with local partner organizations and community allies
- Reporting on daily and weekly goals to organizing manager
- Maintaining the highest regard for data integrity
- Working collaboratively with staff across the country to share lessons learned and adjust strategy

#### **Requirements**

- 3-4 years community organizing or campaign experience
- Highly organized and able to work at a fast pace
- Excellent communication skills
- Experience managing volunteers and strong interpersonal skills
- Eagerness to contribute new ideas
- Fluency in an additional locally relevant language is a plus (but not required)
- Will be responsible for safely and quickly getting to and from the office, meetings, events, and other area organizing activities
- Need to have personal laptop and cell phone
- Personal experience with community development, education, and other local advocacy issues preferred

The salary range for this position is \$50-55K based on experience.

**Access the application here**

<https://jobs.lever.co/270strategies/odb4bd61-317e-44d6-8852-1cfacbb81c24>

Please include your preferred location in your cover letter.

This job description provides a general, but not comprehensive, list of the essential responsibilities and qualifications required. It does not represent a contract of employment. 270 Strategies reserves the right to change the job description and/or posting at any time without advance notice.

270 Strategies is an equal opportunity employer. We value a diverse workforce and an inclusive culture. 270 Strategies encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and record of arrest or conviction.

**Controller**  
**League of Conservation Voters (LCV)**  
**Washington, D.C.**

**Status**

Exempt

**Reports To**

SVP, Finance & Administration

**Positions Reporting To This Position**

2 Staff Accountants; Sr Revenue & Compliance Accountant

**General Description**

The League of Conservation Voters (LCV) works to turn environmental values into national, state and local priorities. LCV, in collaboration with our state LCV partners, advocates for sound environmental laws and policies, holds elected officials accountable for their votes and actions, and elects pro-environment candidates who will champion our priority issues.

LCV's work to protect and advocate for the environment reflects the organization's commitment to racial, social and environmental justice. Engaging communities of color among other key constituencies for the environment is an organizational priority. We aim to create a workplace culture and policies and practices that demonstrate how we value equity and inclusion.

LCV is seeking to hire a Controller who will be responsible for the day to day financial operations of the League of Conservation Voters, the League of Conservation Voters Education Fund, and related entities. This includes developing and maintaining efficient internal controls, ensuring efficient operations and administrative support to the organizations' diverse program departments, and assisting in the organizations' compliance with relevant tax and campaign finance laws and regulations. An ideal candidate should be detail-oriented with strong communication and analytical skills, be able to manage multiple projects simultaneously, and have familiarity with all aspects of accounting, including GAAP. This position will oversee three accounting staff and external financial consultants.

**Responsibilities**

- Direct and manage the organization's financial policies and accounting practices;
- Oversee monthly reconciliations of balance sheet accounts including bank statements;
- Prepare monthly financial statements and reports to the organizations' boards of directors;
- Facilitate and prepare schedules for annual audit and preparation of IRS Form 990's;
- Oversee FEC compliance processes for the finance department, ensuring accuracy and completeness of revenue and disbursements reported;
- Post cash disbursements and receipts;
- Prepare annual budget;
- Prepare financial reports for proposals and reports to grantor foundations;
- Review payroll and serve as back-up to payroll processor when necessary;
- Administer the organizations' travel expense process using Concur software;

- Handle correspondence concerning aged accounts payable, accounts receivable, invoicing, credit card administration, and other financial transactions; and
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree in accounting/economics;
- At least 6 years accounting work experience required; public accounting experience and CPA/MBA preferred;
- At least 2 years supervisory experience required;
- Experience with foundation grants and restricted project fund accounting required;
- Computer proficiency, including expertise with Excel and computerized accounting systems required; Abila MIP accounting software package experience preferred;
- Experience with FEC compliance reporting preferred;
- Detail-oriented and able to produce organized and accurate materials quickly;
- Computer proficiency, including expertise with Excel and computerized accounting systems required;
- Proven ability to maintain confidential information;
- Shares LCV's commitment to increasing racial diversity in our movement and organization, integrating justice and equity into the work we do and ensuring an inclusive organizational culture.
- Excellent oral and written communication skills; and
- Nonprofit work experience helpful.

### **To Apply**

Send cover letter and resume to [hr@lcv.org](mailto:hr@lcv.org) with "Controller" in the subject line no later than July 31, 2018. No phone calls please.

*LCV is an Equal Opportunity Employer Committed to a Diverse, Inclusive, and Equitable Workplace*

**African-American Constituency Director**  
**Democratic Party of Georgia Coordinated Campaign**  
**(Atlanta, GA)**

The Democratic Party of Georgia Coordinated Campaign is seeking a full-time African-American Constituency Director (CD) to support the election of Stacey Abrams, Sarah Riggs-Amico, and Democrats across Georgia.

The African-American Constituency Director is responsible for amplifying the voices and concerns of the African-American community in the campaign, and growing and maintaining connections and contacts within the community. The African-American Constituency Director will actively engage the African-American Community through all types of events, actions, outreach and organizing activities.

**Location**

Atlanta, GA

**Term**

Immediately through November 2018

**Salary**

\$3000-4000 monthly salary based on experience

**Benefits**

This position comes with the standard package of benefits an employee of DPG receives which includes health insurance. DPG will provide more details.

**Duties of a Constituency Director include**

Work in the Political Department in statewide constituency building and engagement including but not limited to:

- Developing and overseeing implementation of a comprehensive African-American constituency outreach plan to engage, develop and expand volunteer and grassroots networks;
- Planning and executing outreach to leaders in the African-American community, including planning and hosting events and meetings;
- Representing the Coordinated Campaign at African-American events and meetings around the state;
- Amplify the voice and concerns of the African-American community in our organizing;
- Collaborating with the Digital and Communications team to identify group specific messaging and social media content;
- Working closely with the Field team to connect African-American leaders, individuals and organizations to voter contact opportunities for the campaign;
- Connecting constituency contacts and prospects who may be beneficial in supporting other departments (i.e. finance, field, communications);
- Utilize voter contact tools and databases to track progress toward constituency outreach goals;

- Meeting and exceeding internal and external constituency outreach goals;
- Working effectively as part of the Political team, including integration with Field, Digital, Communications, Data and the overall campaign;
- Completing and maintaining the African-American constituency database on deadline and with high accuracy; and
- Stepping up to other duties as assigned.

### **Desired Skills and Qualifications**

- At least 1 cycle of constituency and/or field organizing experience;
- Demonstrated connection to and understanding of African-American communities;
- Advanced written, and verbal communication skills, including exceptional listening skills and the ability to communicate effectively and persuasively to groups;
- Must be highly organized and detail-oriented with the ability to work independently and collaboratively to meet and exceed goals;
- Willingness to take feedback, learn and develop your own skills to achieve desired outcomes;
- Possess strong interpersonal skills, including a demonstrated ability to work successfully with individuals from diverse cultures and backgrounds;
- Fluent in Microsoft Office and Google Suite;
- Previous experience using databases and spreadsheets and the willingness to learn and master the campaign's database and tracking software; and
- Strong commitment to Democratic ideals and the people of Georgia.

### **Application and Interview Procedure**

Please fill out this form and send your resume, cover letter, and earliest available start date as a single pdf to [Resumes@GeorgiaDemocrat.org](mailto:Resumes@GeorgiaDemocrat.org) with the subject line "African-American Constituency Director - [your name]".

*We are an Equal Opportunity Employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity and expression, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. Women, people of color, members of the LGBTQ community, and members of other historically disenfranchised groups are especially welcome and encouraged to apply.*

## **Women's Constituency Director Democratic Party of Georgia Coordinated Campaign (Atlanta, GA)**

The Democratic Party of Georgia Coordinated Campaign is seeking a full-time Women's Constituency Director (CD) to support the election of Stacey Abrams, Sarah Riggs-Amico, and Democrats across Georgia.

The Women's Constituency Director is responsible for amplifying the voices and concerns of the Women's community in the campaign, and growing and maintaining connections and contacts within the community. The Women Constituency Director will actively engage the Women's Community through all types of events, actions, outreach and organizing activities.

### **Location**

Atlanta, GA

### **Term**

Immediately through November 2018

### **Salary**

\$3000-4000 monthly salary based on experience

### **Benefits**

This position comes with the standard package of benefits an employee of DPG receives which includes health insurance. DPG will provide more details.

### **Duties of a Constituency Director include**

Work in the Political Department in statewide constituency building and engagement including but not limited to:

- Developing and overseeing implementation of a comprehensive Women's constituency outreach plan to engage, develop and expand volunteer and grassroots networks;
- Planning and executing outreach to leaders in the Women's community, including planning and hosting events and meetings; Representing the Coordinated Campaign at Women's events and meetings around the state;
- Amplify the voice and concerns of the Women's community in our organizing;
- Collaborating with the Digital and Communications team to identify group specific messaging and social media content;
- Working closely with the Field team to connect Women's leaders, individuals and organizations to voter contact opportunities for the campaign;
- Connecting constituency contacts and prospects who may be beneficial in supporting other departments (i.e. finance, field, communications);
- Utilize voter contact tools and databases to track progress toward constituency outreach goals;
- Meeting and exceeding internal and external constituency outreach goals;

- Working effectively as part of the Political team, including integration with Field, Digital, Communications, Data and the overall campaign; Completing and maintaining the Women’s constituency database on deadline and with high accuracy; and
- Stepping up to other duties as assigned.

### **Desired Skills and Qualifications**

- At least 1 cycle of constituency and/or field organizing experience;
- Demonstrated connection to and understanding of Women’s communities and organizations;
- Advanced written, and verbal communication skills, including exceptional listening skills and the ability to communicate effectively and persuasively to groups;
- Must be highly organized and detail-oriented with the ability to work independently and collaboratively to meet and exceed goals;
- Willingness to take feedback, learn and develop your own skills to achieve desired outcomes;
- Possess strong interpersonal skills, including a demonstrated ability to work successfully with individuals from diverse cultures and backgrounds;
- Fluent in Microsoft Office and Google Suite;
- Previous experience using databases and spreadsheets and the willingness to learn and master the campaign’s database and tracking software; and
- Strong commitment to Democratic ideals and the people of Georgia.

### **Application and Interview Procedure**

Please fill out this form and send your resume, cover letter, and earliest available start date *as a single pdf* to [Resumes@GeorgiaDemocrat.org](mailto:Resumes@GeorgiaDemocrat.org) with the subject line “Women Constituency Director - [your name]”.

*We are an Equal Opportunity Employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity and expression, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. Women, people of color, members of the LGBTQ community, and members of other historically disenfranchised groups are especially welcome and encouraged to apply.*

## **LGTBQ+ Constituency Director** **Democratic Party of Georgia Coordinated Campaign** **(Atlanta, GA)**

The Democratic Party of Georgia Coordinated Campaign is seeking a full-time LGTBQ+ Constituency Director (CD) to support the election of Stacey Abrams, Sarah Riggs-Amico, and Democrats across Georgia.

The LGTBQ+ Constituency Director is responsible for amplifying the voices and concerns of the LGTBQ+ community in the campaign, and growing and maintaining connections and contacts within the community. The LGTBQ+ Constituency Director will actively engage the LGTBQ+ Community through all types of events, actions, outreach and organizing activities.

### **Location**

Atlanta, GA

### **Term**

Immediately through November 2018

### **Salary**

\$3000-4000 monthly salary based on experience

### **Benefits**

This position comes with the standard package of benefits an employee of DPG receives which includes health insurance. DPG will provide more details.

### **Duties of a Constituency Director include**

Work in the Political Department in statewide constituency building and engagement including but not limited to:

- Developing and overseeing implementation of a comprehensive LGTBQ+ constituency outreach plan to engage, develop and expand volunteer and grassroots networks;
- Planning and executing outreach to leaders in the LGTBQ+ community, including planning and hosting events and meetings;
- Representing the Coordinated Campaign at LGTBQ+ events and meetings around the state;
- Amplify the voice and concerns of the LGTBQ+ community in our organizing;
- Collaborating with the Digital and Communications team to identify group specific messaging and social media content;
- Working closely with the Field team to connect LGTBQ+ leaders' individuals and organizations to voter contact opportunities for the campaign;
- Connecting constituency contacts and prospects who may be beneficial in supporting other departments (i.e. finance, field, communications);

- Utilize voter contact tools and databases to track progress toward constituency outreach goals;
- Meeting and exceeding internal and external constituency outreach goals;
- Working effectively as part of the Political team, including integration with Field, Digital, Communications, Data and the overall campaign;
- Completing and maintaining the LGBTQ+ constituency database on deadline and with high accuracy; and
- Stepping up to other duties as assigned.

### **Desired Skills and Qualifications**

- At least 1 cycle of constituency and/or field organizing experience;
- Demonstrated connection to and understanding of LGBTQ+ communities;
- Advanced written, and verbal communication skills, including exceptional listening skills and the ability to communicate effectively and persuasively to groups;
- Must be highly organized and detail-oriented with the ability to work independently and collaboratively to meet and exceed goals;
- Willingness to take feedback, learn and develop your own skills to achieve desired outcomes;
- Possess strong interpersonal skills, including a demonstrated ability to work successfully with individuals from diverse cultures and backgrounds;
- Fluent in Microsoft Office and Google Suite;
- Previous experience using databases and spreadsheets and the willingness to learn and master the campaign's database and tracking software; and
- Strong commitment to Democratic ideals and the people of Georgia.

### **Application and Interview Procedure**

Please fill out this form and send your resume, cover letter, and earliest available start date as a single pdf to [Resumes@GeorgiaDemocrat.org](mailto:Resumes@GeorgiaDemocrat.org) with the subject line. LGBTQ+ Constituency Director - [your name]".

*We are an Equal Opportunity Employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity and expression, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. LGBTQ+, people of color, members of the LGBTQ community, and members of other historically disenfranchised groups are especially welcome and encouraged to apply.*

## **Asian-American Pacific Islander (AAPI) Constituency Director Democratic Party of Georgia Coordinated Campaign (Atlanta, GA)**

The Democratic Party of Georgia Coordinated Campaign is seeking a full-time AAPI Constituency Director (CD) to support the election of Stacey Abrams, Sarah Riggs-Amico, and Democrats across Georgia.

The AAPI Constituency Director is responsible for amplifying the voices and concerns of the AAPI community in the campaign, and growing and maintaining connections and contacts within the community. The AAPI Constituency Director will actively engage the AAPI Community through all types of events, actions, outreach and organizing activities.

### **Location**

Atlanta, GA

### **Term**

Immediately through November 2018

### **Salary**

\$3000-4000 monthly salary based on experience

### **Benefits**

This position comes with the standard package of benefits an employee of DPG receives which includes health insurance. DPG will provide more details.

### **Duties of a Constituency Director include**

Work in the Political Department in statewide constituency building and engagement including but not limited to:

- Developing and overseeing implementation of a comprehensive AAPI constituency outreach plan to engage, develop and expand volunteer and grassroots networks;
- Planning and executing outreach to leaders in the AAPI community, including planning and hosting events and meetings;
- Representing the Coordinated Campaign at AAPI events and meetings around the state;
- Amplify the voice and concerns of the AAPI community in our organizing;
- Collaborating with the Digital and Communications team to identify group specific messaging and social media content;
- Working closely with the Field team to connect AAPI leaders, individuals and organizations to voter contact opportunities for the campaign;
- Connecting constituency contacts and prospects who may be beneficial in supporting other departments (i.e. finance, field, communications);
- Utilize voter contact tools and databases to track progress toward constituency outreach goals;
- Meeting and exceeding internal and external constituency outreach goals;
- Working effectively as part of the Political team, including integration with Field, Digital, Communications, Data and the overall campaign;

- Completing and maintaining the AAPI constituency database on deadline and with high accuracy; and Stepping up to other duties as assigned.

### **Desired Skills and Qualifications**

- At least 1 cycle of constituency and/or field organizing experience;
- Demonstrated connection to and understanding of AAPI communities;
- Advanced written, and verbal communication skills, including exceptional listening skills and the ability to communicate effectively and persuasively to groups;
- Must be highly organized and detail-oriented with the ability to work independently and collaboratively to meet and exceed goals;
- Willingness to take feedback, learn and develop your own skills to achieve desired outcomes;
- Possess strong interpersonal skills, including a demonstrated ability to work successfully with individuals from diverse cultures and backgrounds;
- Fluent in Microsoft Office and Google Suite;
- Previous experience using databases and spreadsheets and the willingness to learn and master the campaign's database and tracking software; and
- Strong commitment to Democratic ideals and the people of Georgia.

### **Application and Interview Procedure**

Please fill out this form and send your resume, cover letter, and earliest available start date *as a single pdf* to [Resumes@GeorgiaDemocrat.org](mailto:Resumes@GeorgiaDemocrat.org) with the subject line "AAPI Constituency Director [your name]".

*We are an Equal Opportunity Employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity and expression, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. Women, people of color, members of the LGBTQ community, and members of other historically disenfranchised groups are especially welcome and encouraged to apply.*

**Seniors' Constituency Director**  
**Democratic Party of Georgia Coordinated Campaign**  
**(Atlanta, GA)**

The Democratic Party of Georgia Coordinated Campaign is seeking a full-time Seniors' Constituency Director (CD) to support the election of Stacey Abrams, Sarah Riggs-Amico, and Democrats across Georgia.

The Seniors' Constituency Director is responsible for amplifying the voices and concerns of the Seniors' community in the campaign, and growing and maintaining connections and contacts within the community. The Seniors' Constituency Director will actively engage the Seniors' Community through all types of events, actions, outreach and organizing activities.

**Location**

Atlanta, GA

**Term**

Immediately through November 2018

**Salary**

\$3000-4000 monthly salary based on experience

**Benefits**

This position comes with the standard package of benefits an employee of DPG receives which includes health insurance. DPG will provide more details.

**Duties of a Constituency Director include**

Work in the Political Department in statewide constituency building and engagement including but not limited to:

- Developing and overseeing implementation of a comprehensive Seniors constituency outreach plan to engage, develop and expand volunteer and grassroots networks;
- Planning and executing outreach to leaders in the Seniors community, including planning and hosting events and meetings;
- Representing the Coordinated Campaign at Seniors events and meetings around the state;
- Amplify the voice and concerns of the Seniors community in our organizing;
- Collaborating with the Digital and Communications team to identify group specific messaging and social media content;
- Working closely with the Field team to connect Seniors leaders, individuals and organizations to voter contact opportunities for the campaign;
- Connecting constituency contacts and prospects who may be beneficial in supporting other departments (i.e. finance, field, communications);
- Utilize voter contact tools and databases to track progress toward constituency outreach goals;
- Meeting and exceeding internal and external constituency outreach goals;

- Working effectively as part of the Political team, including integration with Field, Digital, Communications, Data and the overall campaign;
- Completing and maintaining the Seniors constituency database on deadline and with high accuracy; and
- Stepping up to other duties as assigned.

### **Desired Skills and Qualifications**

- At least 1 cycle of constituency and/or field organizing experience;
- Demonstrated connection to and understanding of Seniors communities;
- Advanced written, and verbal communication skills, including exceptional listening skills and the ability to communicate effectively and persuasively to groups;
- Must be highly organized and detail-oriented with the ability to work independently and collaboratively to meet and exceed goals;
- Willingness to take feedback, learn and develop your own skills to achieve desired outcomes;
- Possess strong interpersonal skills, including a demonstrated ability to work successfully with individuals from diverse cultures and backgrounds;
- Fluent in Microsoft Office and Google Suite;
- Previous experience using databases and spreadsheets and the willingness to learn and master the campaign's database and tracking software; and
- Strong commitment to Democratic ideals and the people of Georgia.

### **Application and Interview Procedure**

Please fill out this form and send your resume, cover letter, and earliest available start date as a single pdf to [Resumes@GeorgiaDemocrat.org](mailto:Resumes@GeorgiaDemocrat.org) with the subject line "Seniors Constituency Director - [your name]".

*We are an Equal Opportunity Employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity and expression, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. Women, people of color, members of the LGBTQ community, and members of other historically disenfranchised groups are especially welcome and encouraged to apply.*

## **Veterans/Active Military Constituency Director Democratic Party of Georgia Coordinated Campaign (Atlanta, GA)**

The Democratic Party of Georgia Coordinated Campaign is seeking a full-time Veterans/Active Military Constituency Director (CD) to support the election of Stacey Abrams, Sarah Riggs-Amico, and Democrats across Georgia.

The Veterans/Active Military Constituency Director is responsible for amplifying the voices and concerns of the Veterans/Active Military community in the campaign, and growing and maintaining connections and contacts within the community. The Veterans/Active Military Constituency Director will actively engage the Veterans/Active Military Community through all types of events, actions, outreach and organizing activities.

### **Location**

Atlanta, GA

### **Term**

Immediately through November 2018

### **Salary**

\$3000-4000 monthly salary based on experience

### **Benefits**

This position comes with the standard package of benefits an employee of DPG receives which includes health insurance. DPG will provide more details.

### **Duties of a Constituency Director include**

Work in the Political Department in statewide constituency building and engagement including but not limited to:

- Developing and overseeing implementation of a comprehensive Veterans/Active Military constituency outreach plan to engage, develop and expand volunteer and grassroots networks;
- Planning and executing outreach to leaders in the Veterans/Active Military community, including planning and hosting events and meetings;
- Representing the Coordinated Campaign at Veterans/Active Military events and meetings around the state;
- Amplify the voice and concerns of the Veterans/Active Military community in our organizing;
- Collaborating with the Digital and Communications team to identify group specific messaging and social media content;
- Working closely with the Field team to connect Veterans/Active Military leaders, individuals and organizations to voter contact opportunities for the campaign;
- Connecting constituency contacts and prospects who may be beneficial in supporting other departments (i.e. finance, field, communications);
- Utilize voter contact tools and databases to track progress toward constituency outreach goals;

- Meeting and exceeding internal and external constituency outreach goals;
- Working effectively as part of the Political team, including integration with Field, Digital, Communications, Data and the overall campaign;
- Completing and maintaining the Veterans/Active Military constituency database on deadline and with high accuracy; and
- Stepping up to other duties as assigned.

### **Desired Skills and Qualifications**

- At least 1 cycle of constituency and/or field organizing experience;
- Demonstrated connection to and understanding of Veterans/Active Military communities;
- Advanced written, and verbal communication skills, including exceptional listening skills and the ability to communicate effectively and persuasively to groups;
- Must be highly organized and detail-oriented with the ability to work independently and collaboratively to meet and exceed goals;
- Willingness to take feedback, learn and develop your own skills to achieve desired outcomes;
- Possess strong interpersonal skills, including a demonstrated ability to work successfully with individuals from diverse cultures and backgrounds;
- Fluent in Microsoft Office and Google Suite;
- Previous experience using databases and spreadsheets and the willingness to learn and master the campaigns database and tracking software; and
- Strong commitment to Democratic ideals and the people of Georgia.

### **Application and Interview Procedure**

Please fill out this form and send your resume, cover letter, and earliest available start date as a single pdf to [Resumes@GeorgiaDemocrat.org](mailto:Resumes@GeorgiaDemocrat.org) with the subject line “Veterans/Active Military Constituency Director - [your name].

*We are an Equal Opportunity Employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity and expression, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. Women, people of color, members of the LGBTQ community, and members of other historically disenfranchised groups are especially welcome and encouraged to apply.*

## **Labor Constituency Director** **Democratic Party of Georgia Coordinated Campaign** **(Atlanta, GA)**

The Democratic Party of Georgia Coordinated Campaign is seeking a full-time Labor Constituency Director (CD) to support the election of Stacey Abrams, Sarah Riggs-Amico, and Democrats across Georgia.

The Labor Constituency Director is responsible for amplifying the voices and concerns of the Labor community in the campaign, and growing and maintaining connections and contacts within the community. The Labor Constituency Director will actively engage the Labor Community through all types of events, actions, outreach and organizing activities.

### **Location**

Atlanta, GA

### **Term**

Immediately through November 2018

### **Salary**

\$3000-4000 monthly salary based on experience

### **Benefits**

This position comes with the standard package of benefits an employee of DPG receives which includes health insurance. DPG will provide more details.

### **Duties of a Constituency Director include**

Work in the Political Department in statewide constituency building and engagement including but not limited to:

- Developing and overseeing implementation of a comprehensive Labor constituency outreach plan to engage, develop and expand volunteer and grassroots networks;
- Planning and executing outreach to leaders in the Labor community, including planning and hosting events and meetings;
- Representing the Coordinated Campaign at Labor events and meetings around the state;
- Amplify the voice and concerns of the Labor community in our organizing;
- Collaborating with the Digital and Communications team to identify group specific messaging and social media content;
- Working closely with the Field team to connect Labor leaders, individuals and organizations to voter contact opportunities for the campaign;
- Connecting constituency contacts and prospects who may be beneficial in supporting other departments (i.e. finance, field, communications);
- Utilize voter contact tools and databases to track progress toward constituency outreach goals;
- Meeting and exceeding internal and external constituency outreach goals;

- Working effectively as part of the Political team, including integration with Field, Digital, Communications, Data and the overall campaign;
- Completing and maintaining the Labor constituency database on deadline and with high accuracy; and
- Stepping up to other duties as assigned.

### **Desired Skills and Qualifications**

- At least 1 cycle of constituency and/or field organizing experience;
- Demonstrated connection and understanding of Labor communities;
- Advanced written, and verbal communication skills, including exceptional listening skills and the ability to communicate effectively and persuasively to groups;
- Must be highly organized and detail-oriented with the ability to work independently and collaboratively to meet and exceed goals;
- Willingness to take feedback, learn and develop your own skills to achieve desired outcomes;
- Possess strong interpersonal skills, including a demonstrated ability to work successfully with individuals from diverse cultures and backgrounds;
- Fluent in Microsoft Office and Google Suite;
- Previous experience using databases and spreadsheets and the willingness to learn and master the campaign's database and tracking software; and
- Strong commitment to Democratic ideals and the people of Georgia.

### **Application and Interview Procedure**

Please fill out this form and send your resume, cover letter, and earliest available start date as a single pdf to [Resumes@GeorgiaDemocrat.org](mailto:Resumes@GeorgiaDemocrat.org) with the subject line "Labor Constituency Director - [your name]".

*We are an Equal Opportunity Employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity and expression, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. Women, people of color, members of the LGBTQ community, and members of other historically disenfranchised groups are especially welcome and encouraged to apply.*

# **West Coast Regional Finance Director**

## **MJ for Texas**

### **Texas**

#### **Description**

The MJ for Texas campaign is seeking a full time West Coast Regional Finance Director to join the Finance staff. The West Coast Regional Finance Director will report directly to the Finance Director and will fulfill the role of a regional events coordinator for the campaign. They will be instrumental in identifying event hosts west of Texas, and empowering them to raise among their networks, and coordinating the details of successful events. The Regional Finance Director should be results oriented and a team player, with experience working with event hosts and donors in California and on the West Coast, and should be capable of meeting fundraising goals in a high pressure environment.

#### **Responsibilities**

- In coordination with the Finance Director, design and implement a program of fundraisers (with a goal of 25k each) in your assigned region
- Coordinate with event hosts to empower them to raise among their personal networks
- Regularly report guest counts and dollars raised to Finance Director
- Direct interns and volunteers in efforts to increase event attendance and dollars raised
- Perform other responsibilities as needed

#### **Skills and qualifications**

- Experience working with event hosts in California and on the West Coast to meet fundraising goals
- Experience meeting deadlines and the ability to manage many tasks simultaneously
- Ability to work long, irregular hours in a fast-paced, results-driven work environment
- Ability to work independently and in team settings
- A valid driver's license, reliable transportation, and ability to relocate
- Excellent personal, verbal, and written communication skills
- Winning mentality and a sense of humor

#### **Compensation**

Salary for this position is commensurate with experience and skills.

*MJ for Texas is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. MJ for Texas is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to race, color, sex, religion, age, sexual orientation, gender identity or expression, marital or parental status, creed, national origin, citizenship status, disability, medical condition, pregnancy, ancestry, genetic information, military service, veteran's status or any other protected category under local, state, or federal law. MJ for Texas will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.*

**Executive Communications Officer**  
**State of New York – Executive Chamber**  
New York, NY or Albany, NY

Rewarding careers in Public Service start here.

An exciting fast paced, and creative opportunity awaits the qualified candidate for this job. The Executive Communications Officer manages the Press team and also works with the Executive team providing up to the minute information on Governor's policies, legislation, and priorities. This person is also responsible for leading major public awareness campaigns, and helping to formulate policy and ensuring uniform messaging.

**Duties**

- Serves as a member of the Senior Executive Staff.
- Reports to the Secretary to the Governor, the Executive Chamber's most senior official.
- Manages the Communications team in the Governor's office. Oversees the creation of press material, and manages media relations.
- Liaise with and supports the Governor's events team by integrating press and facilitates appropriate messaging and remarks.
- Develops and implements strategic statewide public awareness campaigns to support priority Governor initiatives.
- Supervising the drafting of speeches, talking points and op-eds.
- Advises on the crafting of a full range of policy initiatives.
- Participates in the development of the Budget and State of the State addresses.
- Coordinates with Public Information Officers (PIO's) in dozens of agencies throughout New York State to help ensure appropriate messaging with respect to Governor initiatives.
- Oversees rapid response and crisis management for sensitive, high profile issues.
- Position can be based in either New York City or Albany, New York.
- Travel is required as necessary.

New York State employees serve more than 19.85 million state residents through a wide variety of occupations. New York State offers comprehensive benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. As an employee of the State of New York, you join a team of dedicated individuals who work to serve the people of our State.

New York is energized by a new strength and be part of this bright future!

**Qualifications**

- Bachelor's degree required.
- 8 plus years of relevant work experience in public and or private sector.
- Ability to work in a fast-paced environment. Collegiality is necessary. Good sense of humor is a plus.
- Management experience.
- Commitment to Public Service a plus.
- Understanding New York State Government preferred.

If interested, please send your resume and cover letter to: [penny.lowy@exec.ny.gov](mailto:penny.lowy@exec.ny.gov)

**New York State is an Equal Opportunity/Affirmative Action Employer**

**Executive Operations Director**  
**Office of Governor Andrew M. Cuomo, State of New York –**  
**Executive Chamber**  
**New York, NY or Albany, NY**

Rewarding careers in Public Service start here.

An exciting, fast-paced, and rewarding opportunity awaits the qualified candidate for this job.

The Executive Operations Director manages the day to day operations for the Governor including travel, events, schedule, and office visits. This person will work with Senior Staff and others across New York State Government. The position reports to the Governor.

**Qualifications**

- Bachelor's degree required
- 8 plus years of relevant work experience
- Logistics and event planning experience
- Strong management skills are paramount
- Ability to multi task, detail oriented
- Ability to work in a fast-paced environment. Collegiality is necessary
- Salary commensurate with experience.

New York State offers comprehensive benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. As an employee of the State of New York, you join a team of dedicated individuals who work to serve the people of our State.

New York is energized by a new strength and be part of this bright future!

**New York State is an Equal Opportunity Employer**

# **Field Organizers Campaign for Ohio 2018 Ohio**

The Ohio Democratic Party is seeking full-time Field Organizers to join the Campaign for Ohio 2018. Field Organizers will be the face of the campaign on the ground, and responsible for recruiting, training, and developing volunteers to lead efforts aimed at persuading and mobilizing voters for the November 6th general election.

Field Organizers will gain invaluable battleground experience and will be placed in communities across Ohio. Applicants should be committed to Democratic values and be willing to put in the necessary work to win.

## **Reports to**

Regional Field Director

## **Responsibilities**

- Recruit, train, and manage volunteers to implement the Campaign Field Plan in a specified turf
- Empower volunteers to take on leadership roles within the program
- Develop and maintain relationships with community leaders, allied organizations, political stakeholders, and local Democratic activists
- Conduct outreach to community groups to increase the size and scope of program, including through digital and social media tools
- Manage regular voter contact actions, including daily canvasses and phone banks, and assume responsibility for meeting voter contact and volunteer recruitment goals within a turf

## **Qualifications**

- Strong interpersonal and communication skills, the ability to meet tight and competing deadlines, and the ability to manage many tasks simultaneously
- Working knowledge of political campaign structure and familiarity with campaign technology such as Votebuilder
- Ability to work long and irregular hours, including nights and weekends
- Good sense of humor and ability to adapt to a fast paced, changing work environment
- A valid driver's license and reliable motor vehicle
- Previous campaign experience is preferred, but not required

## **To apply**

Please email resume to [Sross@ohiodems.org](mailto:Sross@ohiodems.org) with "Field Organizer" in the subject line.

The ODP is dedicated to the achievement of equality of opportunity for all its employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, age, national origin or disability.

Paid for by the Ohio Democratic Party

# **Pennsylvania Field Program Manager**

## **America Votes**

### **State - Full time - Pittsburgh**

#### **Organization Overview**

America Votes is the coordination hub of the progressive community, leading collaborative efforts among a diverse coalition of more than 400 state and national partner organizations to advance progressive policies, win elections and protect every American's right to vote. America Votes works nationally and in more than 20 states to provide a range of services to partners, including strategic planning, advocacy and electoral campaign coordination, data tools and targeting services and on-the-ground leadership in key states. America Votes' coalition partners advocate for a broad range of issues, including, but not limited to environmental protection, public education, human and civil rights, women's choice and labor.

#### **Commitment to Racial Equity**

America Votes is committed to advancing racial equity through organizational systems and policies that are consistently tested, evaluated and updated. Some organizational priorities include:

- Building reflective and equitable state and national networks and partnerships.
- Increasing engagement of state-based groups building power in communities of color in the planning process.
- Expanding our Emerging Leaders program, designed to support organizations led by and working in communities of color as they emerge into the 501(c)(4) space.

We see our commitment to racial equity as an integral part of success. Applicants are encouraged to reflect on how they see themselves contributing to our work on advancing racial equity.

For more information about America Votes, visit our website at [www.americavotes.org](http://www.americavotes.org).

#### **Position Description**

America Votes Pennsylvania is seeking a well-organized, self-starter for a full-time temporary 2018 position as the field program manager. The field program manager will be responsible for tracking and coordinating statewide program work by progressive partners, including planning and implementing statewide advocacy and electoral programming. The position will work directly with the America Votes team, as well as dozens of progressive partners across the state as they plan and execute electoral and issue campaigns, and will be expected to act with appropriate discretion and respect for confidentiality requirements. This position reports to the Pennsylvania state director.

#### **Location**

Based in Pennsylvania. Pittsburgh is strongly preferred and given preference.

#### **Responsibilities**

- Support coalition coordination by tracking organizational programs, monitoring benchmarks, providing technical assistance and identifying gaps in collective strategy.

- Strategic planning assistance – support coalition partners through the development of campaign plans (electoral and issue campaigns), providing technical and organizing assistance and responding to programmatic requests.
- Provide accountability for programs administered by America Votes, including tracking benchmarks, working directly with partner program officers and providing reports to stakeholders.
- Organize and facilitate coordinated and/or collaborative partner events, including coalition meetings, trainings and direct voter contact activities.
- Identify capacity-building opportunities for partners and work directly with the state director, political and field director and data manager to assess program gaps and overlaps to maximize program impact.
- Work with partner organizations using the voter file and other technologies to support and enhance contact programs. This includes assisting partners in employing best practices.
- Support the creation and development of written reports and products to tell the story of Pennsylvania and support the coalition.
- Other responsibilities as assigned.

## **Qualifications Required**

- Experience working with underrepresented and/or diverse communities.
- Ideal candidates will have at least two to three years of experience in progressive political campaigns or similar organizations and will be familiar with canvass operations.
- Candidates should have a spirit of service along with a diplomatic, professional approach to problem-solving in work with outside partners and while working internally, independently or on a team.
- Demonstrated ability to build consensus among a diverse group of progressive stakeholders and to handle conflicts with respect, neutrality and fairness.
- Ability to build strong relationships quickly and to cultivate those relationships over the long term.
- Ability to manage several tasks/projects concurrently and prioritize work effectively by making and meeting team goals.
- Knowledge of voter contact best practices via a variety of modes, including at the door, on the phone, via mail and others.
- Proficiency in MS Office (Word, Outlook, Excel, PowerPoint). Excellent writing and presentation skills with excellent attention to detail. Ability to interpret and present complex data sets in plain language.
- Excellent organizational, time-management, oral and written communications skills. Must be a self-starter; willing to work sometimes long, irregular hours and to travel as needed.

## **Preferred**

- Experience facilitating or working in coalitions.
- Knowledge of Pennsylvania political landscape and/or independent expenditure political campaigns.
- Strong VAN (Voter Activation Network) skills.

## **Compensation**

Salary for this position starts at \$5,000 per month. Benefits include health, dental, vision and 401(K). Position starts immediately and runs through November 30, 2018.

**To Apply**

Please submit a copy of your resume, a cover letter and three references to the application form found at [https://americavotes.org/jobs/?job\\_id=41538387-83b2-45e2-9b32-c6726e61eb6e](https://americavotes.org/jobs/?job_id=41538387-83b2-45e2-9b32-c6726e61eb6e).

If you experience any technical difficulties with our application form, please email Kevin Arndt at [recruiting@americavotes.org](mailto:recruiting@americavotes.org). Please note that only applications received through the application form will be considered; please do not email us your application materials.

*America Votes is an equal opportunity employer committed to a diverse, inclusive, and equitable workplace. We do not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, veteran status or any other protected category under local, state, or federal law.*

*America Votes is committed to creating a dynamic, multi-cultural, diverse working environment. Candidates of color and diverse backgrounds are encouraged to apply.*

# **Field Organizer Caraveo for Colorado Colorado**

Caraveo for Colorado is looking for a Field Organizer to facilitate day-to-day field operations and voter outreach efforts. Reporting to the Campaign Manager, the Field Organizer will organize, execute, and oversee our field plan.

## **Primary job responsibilities**

### **1. Hitting Assigned Metrics**

The Field Organizer will report to the Campaign Manager to go over weekly and monthly goals for voter contact and ensure that the campaign hits the necessary number of voter contacts every day. The Field Organizer will have to craft daily and weekly plans to hit these metrics through canvassing, phone calls, precinct captain recruitment, volunteer events, etc. This is their primary responsibility, meaning that they will canvass or make voter contact calls *every work day*. As the race evolves, the Organizer will have to adapt to changing circumstances in order to continue hitting overall goals.

### **2. Recruiting and Overseeing Volunteers**

When they are not canvassing or making voter contact calls, the Field Organizer will identify potential volunteers, get them into the office, assign field or office tasks to those volunteers, and then retain their services. This means using VoteBuilder and canvass data to identify potential volunteers, as well as signing up volunteers at fundraising and campaign events. In August, the Organizer will work with the Campaign Manager to plan our Field Fellowship program and oversee our Field Fellows, who will participate in a field-oriented internship with the Campaign.

### **3. Expanding the Electorate**

Within the broader framework of our field plan, the Field Organizer will work with the Campaign Manager to advance our Latino outreach efforts. This will mean working with local activists and leaders to identify events for Dr. Caraveo to attend, opportunities to canvass small businesses and public spaces, to recruit volunteers interested in Latino outreach, and to conduct standard field operations in Thornton's Latino communities.

The job will also include other responsibilities assigned by the Campaign Manager.

In addition to experienced candidates, entry level applicants are encouraged to apply.

## **Expectations**

- Execute persuasion, GOTV, and Latino outreach campaigns in conjunction with Candidate and Campaign Manager
  - Canvass and make phone calls daily
  - Recruit, train, and manage volunteers daily
  - Organize volunteer canvass and phone-banking events with Campaign Manager
  - Record data and report to Campaign Manager daily
- Possess progressive values that align with our Candidate and our campaign
- Be trusted to work independently in a fast-paced environment; they should define themselves as “self-starters”
- Perform other duties as assigned by Candidate and Campaign Manager

## **Qualifications**

- Demonstrated commitment to progressive candidates, causes, and/or politics
- Excellent organizational skills
- Knowledge of candidate's stance on issues
- Strong communication and public speaking skills
- Positive, go-getter attitude
- Ability to innovate and take responsibility
- Knowledge of Google Drive, including proficiency with Excel
- Ability to work long, irregular hours in a fast-paced, metrics-driven team environment
- Ability to work independently and as a part of a team
- Must have access to a reliable vehicle, driver's license, a working cell phone, and laptop
- A team-oriented mindset and personality

## **Preferences**

- Advanced level of Spanish
- Previous experience in field organizing, canvassing, volunteer organizing, or related activities
- Previous work and/or volunteer experience that demonstrates progressive values
- Past experience with VoteBuilder and VAN

## **Salary**

\$2450/mo through Election Day

## **Application Requirements**

Resume, cover letter, three contacts for references

**\*Applications will be reviewed on a rolling basis\***

**\*All application materials must be sent to [johnhenry@caraveoforcolorado.com](mailto:johnhenry@caraveoforcolorado.com) with subject line "[LAST NAME], CARAVEO FIELD ORGANIZER APPLICATION\***

## **Contact**

John Henry Vasant, Campaign Manager. Phone: 802-299-0706, Email: [johnhenry@caraveoforcolorado.com](mailto:johnhenry@caraveoforcolorado.com)

## **Employer Information**

We are an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained staff. It is our policy to recruit, hire, train, promote, and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, gender identity or expression, ethnic identity, physical disability, or any other legally protected basis. Furthermore, women, minorities, members of the LGBTQIA+ community, people with disabilities and veterans are strongly encouraged to apply.