

## **Campaigns Assistant**

EMILY's List, the nation's largest resource for women in politics, is searching for a Campaigns Assistant to join our Campaigns 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 get more women to run at the local, state, and national levels.

### **Principal Responsibilities**

The Campaigns Assistant assists the VP, Campaigns and the Campaigns Department staff in carrying out a variety of projects. The Campaigns Assistant provides the support for trainings within the Campaigns Department.

### **Specific Duties**

- Planning and maintaining the schedule of the VP, Campaigns;
- Assist with the schedule for the Sr. Director of Campaigns;
- Collect and disseminate various information to the Campaigns Department;
- Maintaining contacts and files for the Campaigns Department and Campaigns Director;
- Coordinating resources, such as targeting and polling information, for the Campaigns Department;
- Preparing the VP, Campaigns for presentations and meetings;
- Assisting the VP, Campaigns in working with allied organizations;
- Manage Federal & Gubernatorial campaigns' team interns;
- Maintaining the EMILY's List Job Bank;
- Maintaining the resume database;
- Assisting in the planning and logistical preparation for Campaigns Department trainings;

- Oversee logistical support for Federal candidates when they are in DC and in the office;
- Providing administrative assistance to the Campaigns Department staff as needed;
- Serve as lunch hour back-up and break relief for front desk as needed;
- Perform other duties as assigned.

## **Qualifications**

The Campaigns Assistant must be organized and possess strong verbal and written communications skills. The Campaigns Assistant should be able to work with a wide variety of people and able to prioritize and handle a variety of projects. Professional demeanor and appearance required. Campaign or other electoral experience is a plus. Commitment to the diversity of our candidates, membership, partners, and staff required. Commitment and passion to elect Pro-Choice Democratic Women required.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to [jobopening@emilyslist.org](mailto:jobopening@emilyslist.org), - subject line "Campaigns Assistant." **No calls, please.**

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