

Federal Campaigns Coordinator

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

Principal Responsibilities

The Federal Campaigns Coordinator is responsible for assisting in recruiting, training, and supporting pro-choice Democratic women running for federal and gubernatorial office nationwide and providing support to the campaigns department.

This is a cycle position with an end date of December 31, 2018.

Specific Duties

- Provide programmatic support to the VP of campaigns and Sr. Director of Federal & Gubernatorial Campaigns;
- Work directly with Regional Advisors to ensure that campaigns receive necessary support from EMILY's List;
- Assisting the regional directors and department heads in tracking electoral opportunities in assigned states;
- Coordinating resources for the Federal staff, such as candidate press releases, research, targeting and data information;
- Tracking action items and follow up for federal team and interdepartmental requests;
- Maintain several databases, assist with the development of training materials, and perform candidate research;

- Facilitate polling information and media competitive information is distributed throughout the department to appropriate staff;
- Facilitate the federal endorsement process by organizing collection of critical data from campaigns and other departments at EMILY's List;
- Assisting with the development of training materials, and performing candidate research;
- Draft internal documents and facilitate their completion with the regional directors, Sr. Director and VP of Campaigns;
- Serve as lunch hour back-up and break relief for front desk as needed;
- Perform other duties as assigned.

Qualifications

The Federal Coordinator must be organized and possess excellent verbal and written communications skills. Outstanding technological skills are essential. The Federal Coordinator should be an innovative self-starter, able to work with a wide variety of people, and able to prioritize and handle a variety of projects. Professional demeanor and appearance required. Federal campaign, state legislative campaign and/or other electoral experience a must. Commitment to the diversity of our candidates, membership, partners, and staff required. Commitment and passion to elect Pro-Choice Democratic Women required.

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EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to fgcampaignsjobs@emilyslist.org with your first and last name as the subject. **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.