

Outreach and Training Coordinator

EMILY's List, the nation's largest resource for women in politics, is searching for an Outreach & Training Coordinator to join our Executive team. 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 trained nearly 10,000 women to run and 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 - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

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

Principal Responsibilities

The Outreach & Training Coordinator is responsible for the planning and execution of EMILY's List Run to Win trainings and strategic engagement events. This includes overseeing all logistics; leading communication across the Campaigns, Communications, Digital and Events departments; and engaging with outside partners to build training rooms and outreach events.

Specific Duties

- Manage logistics and processes in order for trainings to be executed at the highest level on the ground, including invitations, partnerships, logistics, catering, and AV; Maintain process and logistics documents for each training to keep planning on track and communicate updates across the organization;
- Work with the Training Director and Campaigns team to engage outside partners for each training, to help promote the trainings to partners' members;
- Coordinate additional programs and events around trainings, including a pilot of childcare for attendees, post-training meet-ups with partners, and more;
- Raise key decision points around trainings to Training Director & VP of National Outreach & Training;
- Serve as a point of contact to external trainers in our Training Bureau once they're assigned to trainings;
- Staff trainings when necessary, especially those with complex logistics;

- Work closely with the Training Director tracking EL strategic engagement goals of increasing the diversity of our training rooms and candidate recruitment;
- Work closely with the VP of National Outreach & Training on expanding and building out of EMILY's List relationships; setting metrics and goals that are communicated and tracked for effectiveness, including the experience of our partners;
- Build a tracking system for strategic engagement efforts and investments;
- Lead the planning logistics for strategic engagement events;
- Perform other duties as assigned.

Qualifications

- Three to five years of experience with campaigns or progressive organizations;
- Event planning experience a plus;
- Excellent communication and leadership skills;
- Ability to plan, multi-task and manage time effectively;
- Attention to detail;
- Strong writing and organization systems;
- Some database skills;
- Commitment and passion to training, supporting and helping elect Pro-Choice Democratic Women;
- Commitment to the diversity of our candidates, membership, partners, and staff.

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EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to jobopening@emilyslist.org, - subject line "Outreach & Training Coordinator." **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.