

## State and Local Campaigns Assistant

EMILY's List, the nation's largest resource for women in politics, is searching for an Assistant to join our State and Local Campaigns team. EMILY's List has raised over \$600 million to elect pro-choice Democratic women candidates. With a grassroots community of over five million members, EMILY's List helps Democratic women win competitive campaigns – across the country and up and down the ballot – by recruiting and training candidates, supporting strong campaigns, researching the issues that impact women and families, and turning out women voters to the polls. Since our founding in 1985, we have helped elect 150 women to the House, 26 to the Senate, 16 governors, and nearly 1,100 women to state and local office. Nearly 40 percent of the candidates EMILY's List has helped elect to Congress have been women of color. During the historic 2017-2018 cycle, EMILY's List raised a record-breaking \$110 million dollars and launched a record independent expenditure campaign. We helped elect 34 new women to the House, including 24 red-to-blue victories; enough seats to have delivered the U.S. House majority alone. Since the 2016 election, more than 40,000 women have reached out to EMILY's List about running for office laying the groundwork for the next decade of candidates for local, state and national offices.

### Principal Responsibilities

The State and Local Assistant assists the State and Campaigns team in carrying out a variety of projects related to recruiting, training, and supporting pro-choice Democratic women running for state legislative, constitutional, and key local offices.

### Specific Duties

- Administrative support to the State and Local Senior Director and team;
- Scheduling support for Senior Director of State and Local and VP of Campaigns when needed;
- Assisting in logistics and presentations for meetings and events;
- Maintaining files, oversight of drive and materials for the State and Local Team
- Collecting and disseminating various information to the State and Local team;
- Liaising with other departments as necessary for the State and Local team;

- Coordinating and tracking expenditures and contributions;
- Work with Senior Director to track and manage the budget for the State and Local Team;
- Hiring, managing interns including determining the needs of state and local to delegate projects to interns;
- Assistance with planning and logistical preparation for campaign and training events;
- Assisting coordinators team with collecting information and projects as needed;
- Serves as point person to send information for intake and initial endorsement documents to candidates on behalf of regions;
- Managing department calendar for State and Local team;
- Assisting with candidate and endorsement research as needed;
- Serve as lunch hour back-up and break relief for front desk as needed;
- Perform other duties as assigned.

## Qualifications

The State and Local Assistant must be organized, mature, possess good judgment, possess excellent verbal and written communications skills, possess strong analytical skills, be adept with social media, and have strong PowerPoint and visual presentation abilities. Outstanding technological skills are essential. The State and Local Assistant 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 are required. Electoral experience, including volunteer or internships, is preferred. The State and Local Assistant must be comfortable speaking to large groups of people and willing to travel. 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 [slcampaignjobs@emilyslist.org](mailto:slcampaignjobs@emilyslist.org) with the subject 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.

**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.**