

## 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 \$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 State and Local Assistant assists the Senior Director, State and Local and the Campaigns department 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

- Provide administrative support for the Senior Director of State and Local Campaigns including scheduling, program assistance and other needs of the department leadership;
- Give logistical and substantive support of presentations, events and meetings for the senior director as needed;
- Hire and manage interns for state and local campaigns including assessment of workload and performance;
- Work with leadership to administer endorsement process internally, working with members of the campaigns team and Research;
- Lead on notifying specific partners when endorsements are public including managing information on website;
- Organizing of materials, information and the state and local online and internal drive;

- Coordinating and tracking candidate endorsements and contributions;
- Lead on managing contribution request process for state and local, working with legal and compliance, to ensure contributions are made correctly and in a timely manner;
- Assistance with planning and logistical preparation for campaign trainings;
- Helping with collecting information about state and other non-federal races and candidates;
- Work with lead to manage sister organization information flow through calls and online means;
- Attending strategic ally meetings and events;
- 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 judgement, 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 required. Confidentiality and discretion is also a requirement in this position. 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 is an Equal Opportunity Employer that values a multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.**