

State and Local Campaigns Coordinator

EMILY's List, the nation's largest resource for women in politics, is searching for a Coordinator 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 Coordinator supports EMILY's List's ability to elect women by serving as the primary point of contact for assigned Regional Directors of the State and Local team.

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

Specific Duties

- Works directly with a corps of Regional Directors assigned to specific states and races to track, provide support and information;
- Works with departments to implement regional and state plans to support the Senior Director and Regional Directors;
- Provides support in the way of reports, trip briefings, data tracking and other administrative work that helps Regional Directors advise on races and work with candidates;
- Point for ensuring up to date data on races for assigned regions;
- Works directly with the Regional Directors to track, administer endorsement process post-approval;
- Facilitate and execute the Choice Questionnaire process and approval, including writing endorsement requests;
- Assist the team in tracking electoral and recruitment opportunities with an eye to targeted pipeline development;

- Work with the Regional Directors to plan the start-ups of targeted campaigns, including identifying and/or vetting staff, setting up initial plans, and working with the candidate to hone her skills;
- Provide candidate services as prioritized by the Senior Director;
- Assist the Senior Director and Regional Directors as needed with strategic partnership communication and relationships nationwide;
- Compile information about state and other non-federal races and candidates;
- Provide recruitment, planning, logistical preparation and support for campaign trainings when needed;
- Assist with the development of training materials and other candidate resource and tool development;
- Assist in management of data, analytics and institutional tracking of candidate, campaign, and other relevant state and local information;
- Serve as lunch hour back-up and break relief for front desk as needed;
- Perform other duties as assigned.

Qualifications

The Coordinator must be organized; a strong planner; engender trust and confidence; and possess excellent verbal and written communications skills. The 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. Experience as a staffer on a campaign or working for a caucus is preferred. Professional demeanor and appearance is required. The ideal candidate would have in the field campaign experience. A commitment to the diversity of our candidates, membership, partners, and staff and the 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 slcampaignsjobs@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.