

PARTY AFFAIRS COORDINATOR
Applicant Requirements and Job Description

The North Carolina Democratic Party is looking for a dedicated and energetic Party Affairs Coordinator to help us strengthen our core operation, offer additional resources to local party organizations, and help achieve our top political objectives to elect a democratic US Senator, protect the courts, and gain seats in the General Assembly.

Under the general supervision of the Executive Director and the Political Director, the Party Affairs Coordinator will serve as the liaison between the NCDP County, District, and Precinct party officers, as well as the State Executive Committee. This candidate will also work closely with the State Chair, Executive Council, Political Director and NCDP policy and ad hoc committees. This position will require an individual to be a self-starter, capable of working independently in a fast-paced political environment. Candidates with experience building coalitions among diverse groups of people and experience working with key constituency leaders are preferred.

Responsibilities include but are not limited to:

- Support the Executive Director, Political Director, and other state party staff with projects and events
- Assist state committees and caucuses and local parties organizations with organization, projects and events
- Build relationships with local leaders, key stakeholders, NCDP auxiliaries and activists in preparation for a statewide campaign effort.
- Serve as the liaison between the county, district and precinct officers and the State Party
- Plan and Execute the NCDP State Executive Committee Meetings, as well as the State Convention
- Assist in the coordination and implementation of state party grassroots efforts implemented by our organizing team
- Assist with general constituent service needs
- Manage and support volunteers effectively in order to assist with state party meetings and other events
- Keep the State Party Chair, Executive Director, and Political Director apprised of all county issues and activities
- Responsible for archiving and maintaining all documents related to conducting state party business (except for financial documents)

- When the need arises lead trainings or other special meetings for the state party or a local party organization
- Must be flexible to work outside of traditional work hours.
- When the need arises travel, throughout the state to meetings and other events.

Qualifications and Skills:

- Be a Democrat and have demonstrated political beliefs that fit with the Democratic Party's mission
- Possess a strong knowledge of the structure and workings of the Democratic Party in the state of North Carolina
- Have previous work experience with the Democratic Party or a political campaign
- Hold at least a bachelor's degree or at least two years of related work experience
- Be resourceful and able to solve problems on one's own
- Excellent personal skills with the ability to build and maintain strong relationships
- Have good management aptitude and/or demonstrated skills
- Have demonstrated skill at setting and communicating priorities
- Superior project management skills. Know how to plan a project or program, track progress, and adjust resources as needed. Understand long and short-term strategy. Be able to help create a long-term plan for the party, monitor progress, and stick to goals.
- Strong public speaking skills are preferred
- Proficient in Votebuilder, and with various Microsoft Office products including Word and Excel.
- Willingness to travel throughout North Carolina and nationally.
- North Carolina experience is preferred.

This is a full-time employment position, based in Raleigh, NC, though travel will be expected.

To apply please send a cover letter, resume, writing sample (your discretion) and salary requirement to jobs@ncdp.org. The cover letter should 1) showcase your interest in this position; 2) share your unique skill sets and qualifications; and 3)

highlight the requirements listed above. Please only list the words “Party Affairs Manager Application” in the subject line. For salary questions, please contact our Operations Director at erin@ncdp.org. Applications improperly submitted will not be accepted. Position will be open until June 1, 2021.

The North Carolina Democratic Party is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identify or gender expression.