

Outline of the Eva Clayton Fellowship:

The North Carolina Democratic Party (NCDP) is proud to offer the Eva Clayton Fellowship for North Carolina college students with a focus on students who are from historically underrepresented communities. As the first African American woman to represent North Carolina in Congress, Eva Clayton's life and work continues to inspire North Carolina Democrats of all ages.

The goal of the fellowship is to engage college students and teach them the values and fundamentals of the North Carolina Democratic Party. Students will have the opportunity to experience a hands-on learning environment with a choice of placement in our various departments. In addition to the work in their respective departments, fellows have the opportunity to learn the overarching role NCDP plays in North Carolina politics. Fellows will also participate in professional skill-building workshops. The hope is that through these workshops fellows will learn the skills necessary to make them successful in their future endeavors and encourage them to look at a career in politics.

Finally, fellows will receive a monthly stipend for the duration of the academic semester in which they are participating in the program. Also depending on the academic institution, this program may satisfy college credit or community service requirements.

Who Can Apply:

NCDP's fellowship program is open to actively enrolled college students in the state of North Carolina. We are looking for students who are hardworking, attentive to detail, and passionate about advancing Democratic values.

Please note that the fellowship program is only for **active college students**. If you're a recent graduate, you can find all current job openings at www.ncdp.org/work-with-us/.

How to Apply:

Interested students should send their resume and cover letter via email to fellowship@ncdp.org. Your cover letter should explain why you're interested in working at the NCDP and should rank (in list of priority) the top three departments that you'd like to work with.

Applicants should also provide a rough estimate of their work schedule (ex: Tues. and Thurs. 1:00-3:00PM, Mon. and Wed. from 10:00AM-1:00PM). Fellows are required to work 15 hours per week.

Interview Process:

After a cover letter and resume have been submitted, qualified candidates will be contacted by NCDP to schedule an interview. Interviews will be conducted on a rolling basis until positions are filled.

Workweek and Stipend:

Fellows are required to work 15 hours per week. Qualified candidates will be contacted by NCDP to schedule an interview. Interviews will be conducted on a rolling basis until positions are filled.

Fellows will receive a monthly stipend for the duration of the academic semester. Depending on the academic institution, this position may also satisfy college credit or community service requirements.

Departmental Job Descriptions:

Digital:

Digital Organizing is one of the most effective tools to get people civically and politically engaged. As a Digital Fellow, you will gain experience using cutting-edge tools and graphic design to mobilize people to action. The Deputy Digital Director will train you one-on-one and tailor the fellowship to your interests (graphic design, writing, digital organizing, etc.). Ideal candidates will have experience working in marketing, public relations, journalism, political science, or graphic design. Here are some of the items you can expect to do if you work with the digital team:

- Learn how to independently run and manage our event thread so people from Murphy to Manteo can connect with fellow Democrats.
- Assist NCDP county parties and auxiliaries with their digital/design needs.
- Use WordPress and coding to update the NCDP website, so it remains a resource for voters across the state.
- Help build our volunteer base ahead of the 2022 election. This may involve design work, social posts and blog writing, candidate research, etc.
- Assist the digital department with media monitoring, data entry, and other projects as needed.
- Assist with internal communications in the NCDP and gain experience using HTML coding by overseeing a weekly newsletter and helping with a weekly content package.

Coalitions and Community Engagement:

The Coalitions & Community Engagement Department works with Democrats across the state of North Carolina, with the primary goal of growing and strengthening the Party. As the big tent party, Democrats always strive to ensure we maintain both diversity and inclusion in all practices. Coalitions & Community Engagement works directly with our Affiliated Organizations, composed of caucuses and auxiliaries to provide that seat at the table for all.

We work with the Minority Affairs Chairs from each of the Congressional Districts to coordinate with the organization of new chapters of our Affiliated Organizations and support equity in our Congressional Districts. We are responsible for the annual Women of Color Leadership Forum. As well as hosting programs throughout the state to strengthen the Party and collaborative efforts with all other NCDP Departments. If you are interested in working in an environment that requires multitasking, great communication skills, and maintaining both long term and short-term projects on an on-going basis; this just might be for you.

Finance:

Finance is the engine that makes the NCDP run! Through mail, digital, events, and by other means, the Finance team raises the funds necessary for NCDP to operate and elect Democrats across the state. As an Eva Clayton Finance Fellow, students will learn about all the ways we fundraise effectively – from consistent donor relations to detailed event planning and management. You will work closely with other departments to brainstorm new ways to raise money, as well as polishing the ways we already fundraise. Fellows will also work with the Executive Director, Finance Director, and Operations Director to plan successful events that energize donors and work toward accomplishing all our goals in 2022.

Political:

The Political Department organizes and problem-solves with our most important asset – NCDP volunteers and activists! These volunteers/activists are the on-the-ground Democratic leaders in their communities. These volunteers/activists are comprised of county chairs, auxiliary presidents, district chairs, etc., and they are spread out across

the entire state. If you want to know how grassroots North Carolina politics works, this is the department for you. As the Political fellow you'll be tasked with answering constituent phone calls, responding to concerns from Democrats all over the state, helping other departments as they work with our community leaders – to gain real insight into the NCDP and how it functions in communities across the state. Additionally, the Political Fellow will be tasked to help with planning our 2022 Organizational Meetings

Voter Protection:

This department is focused on making sure that every eligible voter is able to cast a ballot and have it count. The VoPro Department is looking for a fellow to assist with volunteer recruitment and management; election administration communication; voter protection hotline; poll observers; and legal management to address legal issues during voting periods and on election day. This position is organizing based with the opportunity to develop legal skills necessary to protect the right to vote. As a voter protection fellow, you will assist with developing workshops for county party chairs, campaigns, and volunteers; developing an organized tracking system for tracking detailed information about the voting process, from both a legal and practical perspective; becoming an expert in tracking and monitoring legislation that affect changes in voting laws; and becoming a voting expert on the law, practice, and culture.

Organizing:

NCDP is seeking highly motivated candidates to serve as Eva Clayton Regional Organizing Fellows in our Congressional Districts. Organizers will focus on voter engagement and building long-term grassroots teams and organizing capacity. Regional Organizing Fellows will focus on day-to-day field operations in their assigned regions and will be responsible for implementing a portion of the field plan- recruiting, training and managing County Captains, Grassroot Organizers, and volunteers. Fellows will be required to attend weekly statewide organizing meetings. Organizers will be held accountable for meeting both quantitative and qualitative field metrics. Ideal candidates must be able to complete tasks on tight deadlines.

Data:

The Data Department's Eva Clayton fellow will do so much more than crunching numbers. As a data Eva Clayton fellow, you will help create the organizational structure for our voter database system, provide support and troubleshoot errors within the system, create training materials for county parties, and be integral in brainstorming how we strengthen the department going into 2020. More importantly, this internship will be an opportunity for you to learn new skills that interest you like Votebuilder, SQL, Tableau, modeling, and other data analysis techniques. All that's required is a passion for learning new things, a mind for organization and a welcoming customer service personality.

Communications:

The Communications department is looking for a fellow with superior writing skills, attention to detail, and organizational ability. This position is primarily writing-based. Ideal candidates will have completed coursework in journalism, communications, or political science. The fellow should have a desire to learn about the political process. Fellows will gain experience in strategic political communications for a statewide political organization. Main responsibilities include:

- Writing various messaging including press releases, party statements, and talking points
- Drafting letters and other correspondence
- Updating internal databases of press releases and talking points
- Maintaining accurate and up to date press lists