

## Coalitions and Community Engagement Associate

Our North Carolina Democratic Party (“NCDP”) Coalitions & Community Engagement Department develops and executes events and outreach programs to reach, engage, and mobilize key stakeholders, communities, and coalitions in support of winning elections and helping to build Democratic power throughout North Carolina.

We cultivate and manage relationships with the NCDP committees and affiliated organizations, elected officials, state coalitions and community organizations, surrogates and volunteers, etc., as well as coordinate Eva Clayton Fellowship development and collaborate with other our NCDP departments to support constituency organizers, mobilization efforts, data needs, communications work, and so much more.

### Coalitions and Community Engagement Associate

The Community Engagement Associate will assist with mobilizing stakeholders and key constituency groups, supporting and promoting events and projects falling under the Coalitions and Community Engagement Director. To confirm, this will be Full-Time, salary-exempt position, through November 15<sup>th</sup>, 2022. The Coalitions and Community Engagement Associate will be based in Raleigh and will work from the NCDP Office from which the Director is located.

The ideal candidate will assist with implementation of innovative and traditional programs and organizing efforts to foster relationships with voters and elect Democrats. This candidate will be an integral part of the annual Women of Color Leadership Forum committee and will serve as an additional point of contact for party leaders and volunteers. He/ She will work collaboratively with other NCDP staff to realize statewide projects, such as SEC and conventions. This position will report directly to the Coalitions and Community Engagement Director.

### Responsibilities will include:

- Assist with planning and execution of Annual Women of Color Leadership Forum, liaising with Director and Co-Chair
- Assist with hosting virtual events using digital/ remote platforms (Zoom, Jumbo, Google MeetUp, etc.)
- Assist in file maintenance and record keeping; particularly assisting with maintaining accurate, up to date data in Votebuilder and share point)
- Assist with maintaining expedient communications of prepared outgoing correspondence and meeting agendas to Affiliated Organization Leaders,

volunteers, committee members and other party leaders as necessary.

- Assist in event promotion and efforts to support Affiliated Organization/constituency groups (i.e., promoting B&B Women's Round Table or Pro-Latina posts during Hispanic Heritage Month)
- Assist with video prep and interviews for our mentoring and empowerment program, #SheLeads
- Update and post supervised social media messaging and website contact info.
- Assist in providing Plan of Organization compliant contact lists upon appropriate request from NC Democrats.
- Serve as a second point of contact for volunteers, Affiliated Organization leaders, stakeholders, etc. during times that the Director of Coalitions and Community Engagement has unavoidable time conflicts.
- Assist during all staff projects such as SEC or State Convention, as needed.

### Qualifications and Requirements:

- Demonstrated commitment to valuing diversity and contributing to an inclusive and equitable program and work environment.
- Prefer at least two years of event coordination.
- Must be able to work long, irregular hours and maintain a positive attitude
- Must exhibit proficient computer skills (G-suite, Microsoft, Zoom, etc.)
- Must have excellent written and verbal communication.
- Must have excellent organizational skills, including attention to detail and ability to multitask while remaining focused on deadlines
- Must have comfort navigating social media sites; prefer a strong social media presence.
- Must be able to work independently as well as in groups.
- Must have a can-do attitude and be ready to learn.
- Must have a valid driver's license and reliable transportation

### NC Democratic Party Benefits:

In addition to base salary, all full-time employees are offered a comprehensive benefits package, 100% covered by NCDP. This includes medical, dental, vision, disability, and life insurance. Benefits become active on your first day of employment. Employees can add partners and dependents to health benefits but are responsible for covering the additional cost.

## **How to apply:**

Applications can be sent in via email, to [jobs@ncdp.org](mailto:jobs@ncdp.org). All applications must include the following items to be considered:

1. Cover letter: should showcase your interest in this position and highlights your unique skill set(s) and qualification(s).
2. Resume
3. Salary requirements
4. References; at least 2-3 professional contacts

All applications should be emailed to [jobs@ncdp.org](mailto:jobs@ncdp.org). Please only list the words "Coalitions and Community Engagement Associate" in the subject line. If you have specific questions about this opening, please email Operations Director, Erin Pfingston ([erin@ncdp.org](mailto:erin@ncdp.org)). Applications that are improperly submitted will not be accepted; this position will remain open until filled.

## **EEOC Statement:**

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.