

Coalition & Community Engagement Associate

The Coalitions and Community Engagement Department works with fellow 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 and Community Engagement works directly with Stakeholders, our Affiliated Organizations; composed of caucuses and auxiliaries, NCDP Staff and other party leaders to provide a seat at the table for all.

We work with the Diversity Equity and Inclusion Work Group, Chair of Minority Affairs and Congressional District Minority Affairs Chairs to coordinate with the organization of new chapters of our Affiliated Organizations and support equity in our Congressional Districts. We assist with the Eva Clayton Fellowship program and provide ECF Development Sessions.

We are responsible for the annual Women of Color Leadership Forum and we host programs throughout the state to strengthen the Party, particularly with key constituency groups. We also specifically collaborate with the NCDP Political Department, county precincts, county leaders, and district leaders. 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 might be for you.

Coalitions and Community Engagement Associate

The Coalitions and Community Engagement Associate will be tasked with mobilizing stakeholders and key constituency groups, supporting, and promoting events and projects around North Carolina. To confirm, this will be a full-time, exempt position.

The ideal candidate will implement innovative and traditional programs and organizing efforts to foster relationships with all Democrats. This candidate will be an integral part of the annual Women of Color Leadership Forum committee. They will work collaboratively with other NCDP staff on statewide projects, such as SEC, state tours, and conventions. This position will report directly to the Coalitions and Community Engagement Director.



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RALEIGH, NC 27603



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Responsibilities will include:

- Implement a community engagement plan that includes stakeholder analysis, and outreach with a focus on building real political power within targeted communities.
- Track the demographic landscape(s) related to electoral and issue organizing; monitor demographic and political trends; and prepare background materials and other documents as necessary.
- Maintain and build relationships with party leadership and membership including: the state party itself, caucuses, councils; and key stakeholders, including elected officials, campaigns, coalitions, surrogates, membership organizations, and more.
- Implement programs, tools, and strategies to advance the party's outreach and mobilization efforts.
- Convene key leaders and stakeholders to leverage their experience and expertise, and seek their counsel, support, and advocacy for NCDP efforts and events.
- Organize working groups of practitioners to map out, strategize and successfully create new opportunities for building real political power within constituency groups.
- Serve as a point of contact for volunteers, Affiliated Organization leaders, and stakeholders.
- Implement actionable strategies to diversify the pipeline and leadership pool across the state.
- Speak at events and forums; educate and engage activists to facilitate Democratic activism in their communities as need.
- Work to increase the effectiveness and visibility of the NCDP's constituency engagement strategies and programs.
- Other duties assigned as needed.



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Qualifications and Requirements:

We do not expect any candidate to possess all of these skills and experiences, and we encourage you to apply even if a couple of them do not perfectly describe you.

- Demonstrated commitment to valuing diversity and contributing to an inclusive and equitable work environment.
- Excellent personal skills with the ability to build and maintain strong relationships.
- Detail oriented and comfortable working in a fast-paced office environment.
- Demonstrated commitment to accountability, measuring outcomes, and a results-oriented culture.
- Superior project management skills. Know how to plan a project or program, track progress, and adjust resources as needed.
- Ability to juggle multiple programs and events with success.
- Ideally 1-2 years of political, campaign, or non profit experience with a focus on communities of color.
- Must exhibit proficient computer skills (G-suite, Microsoft, Zoom, etc.)
- Excellent written and verbal communication.
- Comfortable with navigating social media and prefer a strong social media presence.
- Must be able to work independently as well as in groups.
- Willingness to travel throughout North Carolina with the potential to travel nationally.
- Must have a valid driver's license and reliable transportation.

How to apply:

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

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

All applications should be emailed to jobs@ncdp.org. Please only list the words "Coalitions and Community Engagement Associate" in the subject line. Applications



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that are improperly submitted will not be accepted; this position will remain open until filled.

Salary & Benefits:

This is a temporary, full-time, exempt, and salaried position based in Raleigh, North Carolina. This position is part of the bargaining unit. The salary and benefits for this position are competitive and commensurate with experience. The annual salary pay range is \$48,000 to \$52,000, or \$4,000 to \$4,333 per month

Employees receive graduated vacation based on years of service, beginning at 10 days of paid vacation for new employees. Employees receive paid holidays, paid sick leave, and various other forms of paid leave.

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.

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 identity or gender expression.