



North Carolina Coordinated Executive Assistant to the Coordinated Director

About the Opportunity

The North Carolina Democratic Party (NCDP) is seeking an experienced Executive Assistant for the 2026 Coordinated Campaign. The Executive Assistant supports the Coordinated Director in the day-to-day operations of the campaign while managing administrative systems, coordinating projects, and helping leaders stay focused on high-impact work.

The ideal candidate is highly organized, proactive, adaptable, and thrives in a fast-moving environment where priorities change quickly. This is a full-time position based in Raleigh, NC.

Duties and Responsibilities

- Coordinate meetings, agendas, and follow-up action items.
- Prepare briefing materials, presentations, and reports.
- Track deadlines and ensure leadership stays on schedule.
- Handle confidential information with discretion and professionalism.
- Track partner requests and ensure timely follow-up.
- Maintain organized records of partner agreements and communications.

Required Skills, Abilities, and Experience

- 1–3 years of administrative, operations, project management, or campaign experience preferred.
- Exceptional organizational and time management skills.
- Strong written and verbal communication.
- Ability to manage multiple priorities simultaneously.
- High attention to detail and follow-through.
- Proficiency with Google Workspace, Microsoft Office, and project management tools (Asana preferred).
- Comfortable working in a fast-paced, deadline-driven environment.
- Registered Democrat

Classification

Exempt (not eligible for overtime pay); temporary position; not a bargaining unit position.

The final date of employment will be 11/15/2026.

Salary & Benefits

The pay range is \$57,000 annually or \$4,750 per month.

Employees receive paid holidays, paid sick leave, and various other forms of paid leave.

NC Democratic Party Benefits



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.

Application

To apply, please use this form: [HERE](#) . Applications will be accepted on a rolling basis.

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 basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.