



Coordinating Candidate Liaison

Under general supervision of the Chair of the Albemarle Democratic Committee, the Coordinating Candidate Liaison oversees and coordinates all efforts among the different campaigns with the Albemarle Democratic Committee to ensure campaign priorities and plans are coordinated with each other and that resources are expended in an efficient manner. This position will require a highly energetic self-starter person who can work independently in a political environment. The ideal person will have experience in all facets of campaign operations. This person will keep the Committee apprised of campaign efforts and events. This person will be responsible for developing and implementing a comprehensive coordinating plan with the Committee's Vice Chair of Communication.

Responsibilities:

- Coordinate volunteer efforts among different campaigns. Including:
 - Canvassing
 - Phone banking
 - Texting
 - Turf cutting
- Map out and coordinate with candidates the precincts to ensure the correct combination of candidates are represented in the appropriate districts.
- Help design a unified flyer for candidates among multiple districts.
- Coordinate campaign messaging emphasizing both Candidates strengths and Priorities of the Party.
- Create a publicity strategy including a crisis management strategy for the multiple campaigns.
- Analyze all media coverage and draft appropriate responses in coordination with Campaigns and Party.
- Manage products with Party Communication Team especially our Vice Chair and Newsletter Editor to ensure content is publication ready and on time.

Qualifications:

- Excellent personal skills with ability to build lasting relationships with potential donors.
- Detail oriented and the ability to work in a fast paced office environment.
- Demonstrated commitment to accountability.
- Strong written and oral communication skills.
- Demonstrated abilities to use social media channels effectively.
- Flexibility in work evenings and weekends.
- Knowledge and efficiency in using Vote-builder.

Compensation: This is a contract position for 20 hours a week at a rate of \$20/hour.

To Apply: Please email Chair@Albemarle Dems.org with Coordinating Candidate Liaison Application in subject line along with your cover letter, resume and three professional references.