



PARTY AFFAIRS COORDINATOR

Applicant Requirements and Job Description

The Clark County Democratic Party (CCDP) is looking for a dedicated and energetic Party Affairs Coordinator to help us strengthen our core operation, offer additional resources to local party organizations, and help achieve our top political objectives to keep Clark County and all of Nevada blue.

Under the general supervision of the CCDP Chair and the Nevada State Democratic Party (NSDP) Executive Director, the Party Affairs Coordinator will serve as the liaison between the CCDP County, District, and Precinct party officers, as well as the County and State Executive Boards and Central Committees. This candidate will also work closely with the County Chair, Executive Board, NSDP Executive Director, and CCDP policy and ad hoc committees. This position will require an individual to be a self-starter, capable of working independently in a fast-paced political environment. Candidates with experience building coalitions among diverse groups of people and experience working with key constituency leaders are preferred.

Responsibilities include but are not limited to:

- Support the CCDP Chair, NSDP Executive Director, and other CCDP party leadership and NSDP staff with projects and events
- Assist county committees, clubs, and caucuses and local party organizations with organization, projects and events
- Build relationships with local leaders, key stakeholders, CCDP auxiliaries and activists in preparation for a county- and state-wide campaign effort
- Serve as the liaison between the county and precinct officers and the County Party
- Assist in the planning and execution of the CCDP Executive Board and Central Committee Meetings, as well as the County Convention
- Assist in the coordination and implementation of county party grassroots efforts implemented by our organizing team
- With the CCDP Chair, Second Vice Chair, and Treasurer, develop and implement year-round fundraising strategies
- Assist with general constituent service needs
- Manage and support volunteers effectively in order to assist with county party meetings and other events
- Keep the CCDP Chair and NSDP Executive Director apprised of all county issues and activities
- Responsible for archiving and maintaining all documents related to conducting county party business (except for financial documents)
- When the need arises lead trainings or other special meetings for the county party or a local party organization
- Must be flexible to work outside of traditional work hours

- When the need arises, travel throughout the county and state to meetings and other events

Qualifications and Skills:

- Be a Democrat and have demonstrated political beliefs that fit with the Democratic Party's mission
- Possess a strong knowledge of the structure and workings of the Democratic Party in Clark County and the state of Nevada
- Have previous work experience within the Democratic Party or a political campaign
- Hold at least a bachelor's degree or at least two years of related work experience
- Be resourceful and able to solve problems on one's own
- Excellent personal skills with the ability to build and maintain strong relationships
- Have good management aptitude and/or demonstrated skills
- Have demonstrated skill at setting and communicating priorities
- Superior project management skills; know how to plan a project or program, track progress, and adjust resources as needed. Understand long and short-term strategy. Be able to help create a long-term plan for the party, monitor progress, and stick to goals.
- Strong public speaking skills are preferred
- Proficient in Votebuilder, and with various Google Workspace applications including Docs and Sheets.
- Willingness to travel throughout Nevada and nationally
- Nevada experience is preferred.

This is a full-time employment position, based in Las Vegas, NV, though some travel will be expected.

Salary Range: \$48,500-\$53,500 per year, commensurate with experience, including a comprehensive healthcare benefits package.

To apply please send a cover letter, resume, and references to jobs@clarkdems.com. The cover letter should (1) showcase your interest in this position, (2) share your unique skill sets and qualifications, and (3) highlight the requirements listed above. Please only list the words "Party Affairs Coordinator Application" in the subject line.

The Clark County Democratic Party and the Nevada State Democratic Party are equal opportunity employers. 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.