



Nevada State Democratic Party Northern Nevada Political Coordinator

The Northern Nevada Political Coordinator will lead key aspects of the state party's political strategy and outreach efforts in Washoe County and rural Nevada through the development of political and grassroots initiatives, as well as execution of the state party agenda. This includes developing stronger partnerships with key allies such as unions, constituency groups, and civic groups, as well as local and state community organizations and coalitions.

Key Responsibilities:

- Act as an informational resource for candidates and campaign managers to familiarize them with Nevada State Democratic Party practices and procedures.
- Encourage local Democratic committees to reach out to appropriate organizations and individuals to publicize opportunities to get involved with the Democratic Party.
- Organize and speak at political forums in communities throughout Northern Nevada to educate and engage new and current activists to promote activism in their communities.
- Attend local committee meetings and help develop local committees in areas in which they need strengthening.
- Assist local Democratic activists with organizing efforts and facilitate cooperative efforts.
- Assist the Fundraising Director in maintaining a strong state fundraising operation through networking and coalition building.
- Communicate the party agenda through contact with various forms of media as well as "one-on-one" contact with individuals and groups.
- Assist in developing and updating an "Issue Messengers" and "Rapid responders" List.
- Collaborate with NV Dems staff, candidates, county parties and groups across the state to implement a successful Coordinated Campaign.
- Additional duties as required to support successful program implementation.

Desired Skills & Qualifications:

- Minimum of two to three years of related work experience on a political campaign, for a state party or national committee, or for a non-profit organization
- Possess a strong knowledge of the structure and workings of the Democratic party in the state of Nevada
- Comprehensive understanding of political campaign principles and tactics
- Strong time management skills with the ability to manage multiple projects and competing priorities simultaneously under strict deadlines



- Exceptional people skills and patience with the ability to build and maintain strong relationships
- Excellent verbal, written and analytical skills including the ability to publicly speak persuasively in a charged atmosphere
- A self-starter who enjoys versatility and constant new challenges
- Experience working collaboratively with groups who have competing needs
- Experience with VoteBuilder
- Must have a valid driver license and reliable mode of transportation. Travel is required.
- A strong commitment to Democratic values

How to Apply

Send your resume, cover letter, and contact information for two references to jobs@nvdems.com. Please include "Northern Nevada Political Coordinator" in the email subject line. This position will be open until filled and applications will be reviewed on a rolling basis. This is a full-time position based in Reno, NV. Salary is commensurate with experience.

Equal Opportunity/Diversity Policy

The Nevada State Democratic Party (NSDP) prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law. This policy covers all programs, services, policies, and procedures of the NSDP, including opportunity for employment and treatment as a NSDP employee. The NSDP is an equal opportunity employer and will comply with all applicable laws prohibiting discrimination in employment.

NSDP's equal opportunity policy covers all programs, services, policies, and procedures of the NSDP, including opportunity for employment and treatment as a NSDP employee, as well as opportunities for Consultants to contract with the NSDP.

The NSDP is committed to building a staff that reflects the diverse communities that makeup our state and the Democratic Party. Working towards the goal of a diverse NSDP, our policy extends to both Staff and Consultants.