



Executive Assistant

The Nevada State Democratic Party is launching a year-round Coordinated Campaign designed to help elect Democrats all across the state and build a volunteer base for the 2022 election cycle. The Executive Assistant will work closely with the Chair and Executive Director, and will assist them in their work by helping delegate priority projects to the appropriate senior staff, and serving as a point of communication between senior staff and the Chair and Executive Director. The Executive Assistant will also assist the Chair and Executive Director in planning and executing important party-related activities, including State Central Committee meetings, engaging with Democratic Clubs and Caucuses, and seeking support from political partners.

Key Responsibilities:

- Ensure that the priorities of the Chair and Executive Director are implemented in the day-to-day operations of each department.
- Provide regular updates to the Chair and Executive Director on the status of ongoing projects.
- Assist the Chair and Executive Director in engaging with our political partners on a regular basis, ensuring timely follow up.
- Oversee the execution of tasks pertaining to special projects, particularly as it relates to regular party workings.
- Work with senior staff members in planning projects pertaining to the priorities of the Chair and Executive Director.

Desired Skills & Qualifications:

- A strong attention to detail and the ability to multitask effectively.
- Possess a strong knowledge of the structure and workings of the Democratic party in the state of Nevada
- 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, and take comprehensive notes.
- A self-starter who enjoys versatility and constant new challenges
- Experience working collaboratively with groups who have competing needs
- 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@nvdeems.com. Please include "Executive Assistant" 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 Las Vegas, 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.