

LPAC
Building Lesbian Political Power

Job Title: Political Operations Associate
Reports to: Executive Director, LPAC
FLSA Status: Exempt, Full Time
Prepared Date: April 7, 2017

POSITION SUMMARY:

The Political Operations Associate provides executive support to the Executive Director and serves as the primary point of contact for external constituencies on all matters pertaining to LPAC. The Associate also serves as a liaison to the LPAC Board of Directors; organizes and coordinates LPAC's outreach and external relations efforts; and oversees special political projects.

The Political Operations Associate is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administration:

- Scheduling and calendar management for E.D.; travel and meeting logistics; banking and budgeting support; note-taking in meetings; preparing Board and other meeting materials including briefing documents, books and agendas.

Communication:

- Communicates with internal and external stakeholders including Board members, consultants, partners, candidates, donors and others. This task will include frequent in-person, phone and written communication. Writing tasks will include drafting or editing confidential and other correspondence; social media and website postings; reports and endorsement recommendations. Other communications projects may be assigned based on interest and ability.

Relationship management:

- Builds and maintains relationships necessary for smooth and effective operation of the organization and environment, manages access to the E.D. in a way that creates win-win scenarios. Maintains discretion and confidentiality at all times.

Project management:

- Manages aspects of political and organizing projects. This task will include prioritizing and researching candidates, campaigns and issues important to LPAC and our work; setting priorities; event support; volunteer coordination; and other duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's degree or equivalent job-related experience required.
- At least two years of progressively responsible experience working with executive level staff, requiring project coordination, writing, independent decision making and management of projects with multiple concurrent activities.
- Political campaign, PAC or organizational experience a plus.
- Experience working in a fast-paced environment a must.

KNOWLEDGE, SKILLS AND ABILITIES:

- Passion for the LPAC mission; familiarity with LGBTQ issues, women's equality, and social, racial and economic justice
- Ability to coordinate and follow through on several highly visible projects concurrently
- Strong writing abilities – experience writing briefing papers, correspondence to Board members, elected officials and business executives
- Demonstrated skill at maintaining a high level of confidentiality, tact, diplomacy and professionalism
- Demonstrated ability to remain flexible, manage multiple priorities and stay highly organized especially with numerous details and under tight deadlines
- Strong computer skills to include advanced proficiency in Microsoft Office Suite software (Word, Excel and PowerPoint)
- Ability to work after hours and some weekends is required
- Working knowledge of and passion for politics, campaigns and electoral work on the local, state or national level

LPAC

LPAC is the first and only national values-based political action committee dedicated to building the political power of LGBTQ women. Since its founding in 2012, LPAC has focused on electing candidates who are outspoken champions for the issues that are at the intersection of women's lives and politics: LGBT rights, women's equality (including reproductive health and justice), and social, economic and racial justice. LPAC is building a community of engaged and activated LGBTQ women who are joining together to affect positive political change on the local, state, and national level for LGBTQ women, our families and our allies.

To apply, please send your resume and a compelling cover letter to: jobs@TeamLPAC.com

Diverse candidates are strongly encouraged to apply.

