

## **2023 NEW JERSEY DEMOCRATIC LEGISLATIVE RACES SENATE & ASSEMBLY CAMPAIGN FIELD ORGANIZER**

**PURPOSE:** A top-tier joint Senate and Assembly campaign in New Jersey is seeking Field Organizers, specializing in Volunteer/Community Outreach and Digital Communications. The person in this position will work on a Democratic joint Senate and Assembly campaign to coordinate and assist in organizing daily logistical needs for the legislative candidates (one candidate running for state senate and 2 candidates running for general assembly) and events organized by the campaign, the Senate Democratic Majority (SDM) or the NJ Democratic Assembly Campaign Committee (DACC).

**PRIMARY RESPONSIBILITIES:** *Any one position may not include all of the specific duties and responsibilities listed. Examples provide a general summary of the work required and should not be treated as a total and complete list of expected duties to be performed by employees in this position.*

- Maintains regular contact with County and Campaign Team, local electeds, key community leaders, volunteers, and local organizations as directed.
- Works independently and as part of a team.
- Provides rapid response to the needs of campaign staff, including researching and responding to requests for information and assistance from local leadership.
- Assists in coordinating campaign logistics including, but not limited to scheduling, candidate field activities, volunteer training, walks, and phone banks.
- Evaluates and respond to requests from field Campaign staff in a timely manner.
- Tracks and maintains Campaign budget and voter file and provides reports as requested related to all Campaign activities.
- Travel and irregular hours are likely required, sometimes over weekends.
- Performs other administrative duties.
- Performs other duties as requested.

**CONTACTS:** Include SDM/DACC staff, elected officials, legislative candidates, and local volunteers and stakeholders.

**DIRECTION AND DECISION MAKING:** This person reports to the SDM and DACC Senior Leadership, Campaign Manager, and legislative candidates and works under general supervision from the campaign and Field Director.

**MINIMUM QUALIFICATIONS:**

- Graduate from college and at least one (1) year of related work experience and completion of one (1) campaign.
- Candidates should have a customer service demeanor with the ability to work long irregular hours.
- Must have access to reliable transportation is required for frequent travel up and down the state.
- Must live in New Jersey and be willing to work in person for the 2023 legislative cycle.

# 2023 NEW JERSEY DEMOCRATIC LEGISLATIVE RACES SENATE & ASSEMBLY CAMPAIGN FIELD ORGANIZER

**EQUIVALENCY:** Graduate from college or equivalent, one (1) year of volunteer campaign experience, or a combination of education and experience that would provide for the following knowledge, skills, and abilities:

- Commitment to electing Democratic candidates and promoting the campaign's goals and agenda.
- Proven ability to exercise sound judgment and discretion, able to work independently and as a member of a group, problem solve and manage principles in a fast-paced, campaign-like environment.
- Experience working with campaign and field operations and familiarity specifically with DACC's field-based operations.
- Ability to use databases to track scheduling events and voter contact information.
- Advanced and demonstrated skill in the use of computers including Microsoft Office suite (e.g. Word and Excel), databases, spreadsheets, and Internet research.
- Attention to detail.
- Able to work irregular and often long hours.
- Comfortable working with a diverse group of individuals.
- Work well under pressure and able to handle multiple tasks at once.
- Adapt to changing situations on a daily basis.
- Available to travel when necessary.
- Diplomatic, professional approaches to problem-solving and the ability to think independently and creatively.
- Above-average organizational skills.
- Previous campaign coordination experience preferred.

## **PREFERRED QUALIFICATIONS:**

- Knowledge of online/social media organizing.
- Ability to organize large in-person events and maintain relationships with political leaders and organizational stakeholders.

**PHYSICAL REQUIREMENTS:** Work is generally performed in an office setting. Travel within the state is required.

**CONTACTS:** Senate Democratic Majority (SDM) and NJ Democratic Assembly Campaign Committee (DACC) caucus leadership and stakeholders, local elected officials, and political leaders.

**COMPENSATION:** Salary will be commensurate with experience and includes healthcare benefits.

**HOW TO APPLY:** To apply, email a resume and 2-3 references to [melanie@njdacc.com](mailto:melanie@njdacc.com) with the subject line "Campaign Field Organizer".

## **2023 NEW JERSEY DEMOCRATIC LEGISLATIVE RACES SENATE & ASSEMBLY CAMPAIGN FIELD ORGANIZER**

*The Senate Democratic Majority and NJ Democratic Assembly Campaign Committee are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*