



Political Assistant Job Posting

Annie's List is a political action committee whose vision is to achieve equality for women by changing the face of power in Texas.

We do this by recruiting, training, supporting and electing pro-choice women who are dedicated to advancing the self determination, health, safety and financial security of Texas women and their families.

By electing progressive, pro-choice women and changing the face of power in Texas, Annie's List promotes an agenda which:

- Protects reproductive rights for women
- Provides affordable and accessible healthcare for all Texas families
- Creates equitable economic opportunities, wages and working conditions for women
- Prevents violence against women and children and assists those who do become victims
- Supports quality public education for all children

The Annie's List Political Assistant reports to the Political Director. Annie's List is a small team, so the right candidate must be prepared to assist all departments as necessary. Advancement is possible. The right candidate will be flexible and hardworking.

Our mission is not only to win races, but to build a bench of candidates and political staff who are ready to do so. The position requires adherence to strict confidentiality guidelines regarding information gained in the course of employment. Annie's List operates much like a full service political consultancy and provides a broad range of services to candidates, campaigns, incumbents and political staff. The Political Assistant will be an integral part of the planning and execution of the mission. This is an exempt 40 hour per week position.

Duties and Responsibilities:

- Tracking campaign progress
- Electoral data analysis and research
- VAN research, training, reporting

- Creating and maintaining strong candidate, vendor and ally relationships
- Assisting with candidate recruitment
- Assisting with campaign management & creation, including but not limited to budgets, field plans, candidate call time, and media strategies

Skills & Attributes Required

- College Degree or commensurate experience
- Ability to function in a fast-paced, fluid environment
- Experience with NGP, VAN and Google Apps
- Proficiency in political data management
- Excellent written and oral communication skills
- Ability to solve problems and manage time
- Basic understanding of Texas politics
- Experience in a trusted position on a competitive campaign
- Self-starter and the ability to work independently
- Detail oriented
- Ability to travel and work nontraditional hours
- Team player
- Proven commitment to excellence in the workplace
- At least 2 cycles of campaign experience OR 1 cycle as a campaign manager on a competitive legislative race

Salary competitive in the market and based on experience

To apply send your cover letter, resume, recommendations and salary requirements to jobs@annieslist.com with the subject line "Political Assistant".

This job posting is not intended to be all inclusive. Annie's List reserves the right to revise or change job duties as the need arises.

Annie's List is committed to diversity among staff, and recognizes that continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. Annie's List is an equal opportunity employer and it is standard policy to recruit, hire, train and promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis. Annie's List will not tolerate any unlawful discrimination and such conduct is strictly prohibited.