



Local Elections Coordinator 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 progressive women who are dedicated to advancing the self-determination, health, safety and financial security of Texas women and their families.

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

- Protects access to a full range of sexual and reproductive health care for all women
- Provides affordable and accessible health care for all Texas families
- Advances the inclusion and protection of marginalized and disenfranchised Texans in all aspects of public life
- Creates equitable economic opportunities, wages, and working conditions for women
- Prevents violence against women and children and assists survivors
- Supports high quality and accessible public education for all children, pre-K through college

The Annie's List Local Elections Coordinator 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. The right candidate should have the ability to build positive and strategic relationships with local communities around the state.

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 during 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 Local Elections Coordinator will be an integral part of the planning and execution of the mission. This is an exempt, full-time salaried position.

Duties and Responsibilities:

- Relationship building in local communities with our Community Action Boards to build infrastructure for candidate recruitment
- Assist with campaign plan creation and management, including but not limited to budgets, field plans, candidate call time, and media strategies

- Assist in the candidate vetting process for endorsement of local candidates
- Oversee local endorsed candidate elections and re-elections, including implementing systems for reporting and tracking
- Assist Political Director and Program Director with trainings and updates to training curriculum
- Analyze and research electoral data to assess viability of races
- VAN research, training, reporting
- Create and maintain strong candidate, vendor and ally relationships
- Manage communications with broader political stakeholders, both at the state and local level
- Support efforts to increase female staff on political campaigns

Skills & Attributes Required

- College Degree or commensurate experience
- At least 2 cycles of campaign experience OR 1 cycle as a campaign manager on a competitive legislative race
- Experience with nonpartisan elections
- Ability to function in a fast-paced, fluid environment
- Experience with NGP, VAN and Google Apps
- Proficient 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 extensively and work nontraditional hours
- Team player
- Proven commitment to excellence in the workplace

Salary competitive in the market and based on experience

To apply send your cover letter, resume, recommendations and salary requirements to monica@annieslist.com with the subject line “Local Election Coordinator”.

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.