



**COLORADO
DEMOCRATS**
BY THE PEOPLE, FOR THE PEOPLE

Coordinated Field Organizer

The Colorado Democratic Party (CDP) Coordinated Field Organizers' primary responsibility is to build the strength and success of the CDP at the regional, county, and community level. The Coordinated Field Organizers will accomplish these goals by providing training and support to Democratic Party organizations, County Parties, candidate campaigns, and activists by mobilizing our Democratic base and persuading more Coloradans to support Democratic candidates and issues, and ensuring voters are turning out to support them.

Twelve organizers are being hired in this first wave with a start date ranging from 6/1/2020 to 6/15/2020. Applicants not hired in the first wave may still be considered in additional waves of hiring. The CDP will be hiring for positions all over the state, applicants may be offered a position in a portion of the state they are not originally from. The Coordinated Field Organizers are supervised by the Coordinated Field Director, Regional Organizing Directors, Organizing Director, and State Director.

All interested applicants should submit a resume and cover letter to tmcdermott@coloradodems.org.

All responsibilities and duties are subject to change pending COVID-19.

Responsibilities:

1. Duties outlined by the Colorado Coordinated Campaign and other projects as assigned by senior leadership..
2. Help county parties, initiatives, and other party organizations to develop and implement long-term organizing plans to mobilize our Democratic base and persuade Coloradans to support Democratic candidates and issues. The organizer, at the direction of the Coordinated Field Director and senior staff, will focus on precinct organizing campaigns, regional and state trainings for Democratic leaders and volunteers, and building the strength and number of Colorado's volunteer and voting base. The Field Organizers' work includes:
 - a. Helping county parties, activists, and volunteers implement an effective organizational model, robust precinct organizing effort, strong volunteer base, good leaders, improved voter files, and well trained campaign volunteers.
 - b. Organizing workshops/trainings on precinct organizing, volunteer recruitment, leadership development, planning, message delivery, improving the voter file, campaign skills and activities, and Get Out the Vote efforts.



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c. Organizing community members to: increase the voting base through voter registration, educate voters, form relationships with the Party (locally and at the State level), write postcards, make phone calls, send text messages, knock doors (if able), and more.

d. Building and leveraging key relationships with community and grassroots leaders to become the face of the Coordinated Campaign in their region. Coordinated Field Organizers are expected to manage large teams of volunteers, often in time-sensitive situations, to accomplish the goals of the Coordinated Campaign. Field Organizers are expected to meet or exceed all goals.

e. Managing data systems through VAN and other technology platforms to ensure clean, robust data from volunteers and fellow staff members. Data entry and management are key responsibilities expected of all organizers.

Qualifications:

1. Political organizing and Democratic campaign experience are preferred, but not required.
2. Strong writing, organizational, and speaking skills.
3. A willingness and ability to travel extensively (reliable vehicle is required).
4. An ability to work long hours in an intense, metrics-driven environment.
5. An ability to work well on a team, with groups, and with individuals with a wide variety of personalities, needs, and abilities. Experience recruiting, training, and managing volunteers is essential to success.
6. An understanding of and commitment to the Democratic Party's mission and goals.
7. An ability to adapt to ever-changing situations and handle pressure.
8. Strong leadership, problem solving, analytical thinking, and motivational skills.
9. Comfort with public speaking and managing crowds.
10. Proficiency or experience with Votebuilder/VAN and Excel is preferred.
11. A positive attitude, open mind, and hunger for learning are essential.



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Salary and Benefits:

1. Starting Salary is \$3,500/mo through mid-November.
2. Health insurance.
3. An opportunity to work with Democratic officials and Party staff at the local, state, and national level.