



SCHEDULER & ADMINISTRATIVE ASSISTANT

THIS IS POTENTIALLY A PART TIME POSITION

Administrative duties include:

- Serving as administrative aide to Executive Director.
- Manage conference room/webinar calendar, correspondence and travel schedule (in coordination with ED and Chair Admin) of the Party Chair
- Manage internal party contact lists and help coordinate with ED the monthly Officers calls and meetings
- Respond to questions and request for information via phone and info@
- Maintain office supplies by checking inventory and ordering items
- Assume responsibility for tracking and helping maintain office equipment. Serving as primary liaison with vendors who service and supply office machinery.
- Receive and direct visitors (when we are back in the office)
- Performing other administrative tasks as needed.

Event assistance duties include:

- Working with Volunteer Coordinator and volunteers to provide guest check-in, ticket sales, and directional assistance at events. (post-COVID)
- Producing materials for events. (post-COVID)
- Managing inventory and transport of reusable event supplies. (post-COVID)
- Logistical support for staff, as needed.
- Proactively handle any arising issues with events and troubleshoot any emerging problems on event day.

Qualifications

- 1-2 years experience in a support role, preferably in a political environment.
- Self-managing, detail oriented and comfortable working in a fast-paced, ever-changing office environment.
- Excellent written and verbal communication skills. Ability to communicate clearly and proactively both internally and with external partners and vendors.
- A passion for social justice and a commitment to Democratic Party values.
- A friendly and professional constituent-first demeanor.
- Ability to manage multiple projects independently
- Proficiency in Google Suite, Zoom, GoToWebinar, MS Office, including Microsoft Word and Excel, (experience with NGP VAN, and social media tools preferred)
- Superior organizational skills and dedication to completing projects in a timely manner.
- Ability to **travel** and work weekends (travel post-COVID)
- Spanish proficiency is a plus.

Salary and Benefits:

1. Salary range \$32,000-40,000 (depending on experience and part time vs full time)
2. Health and Dental insurance
3. An opportunity to work with Democratic officials and Party staff at the local, state, and national level.

Interested applicants should submit their resume to: resumes@coloradodems.org