

NCDP Administrative Assistant

The North Carolina Democratic Party (NCDP) is hiring an Administrative Assistant to support the leadership of the party. This role will be integral to the day to day operation of the NCDP. This will include front desk management, managing the event calendar, scheduling, preparing briefing materials, coordinating travel arrangements, and serving as a liaison with external stakeholders. This position reports to the Executive Director.

The ideal applicant has exceptional personal organization, the ability to juggle multiple competing demands, strong administrative skills, and demonstrated problem solving and communication skills. This is a part-time, salaried, exempt position based in Raleigh, North Carolina. Travel will be required; possession of reliable transportation is required.

Responsibilities will include:

- Assist with all aspects of the campaign schedule
- Tracking and responding to invitations
- Preparing the calendar and planning documents
- Compiling briefing materials for the candidate
- Coordinating travel arrangements
- Serve as a liaison with external stakeholders
- Support the coordination and logistics of events
- Assist with the operational needs of the party including office management and other administrative tasks as needed
- Handling of sensitive HR and scheduling information
- Other duties as assigned

Desired Skills and Qualifications

We do not expect any candidate to possess all of these skills and experiences, and we encourage you to apply even if a couple of them do not perfectly describe you.

- Previous experience in scheduling, operations, event management, or logistics
- Excellent attention to detail, strong work ethic, and the ability to manage multiple projects at once in a fast-paced environment
- Strong oral and written communication skills.
- Proficiency in Google Suite
- Capable of managing time effectively and maintaining attention to detail
- Strong interpersonal and communication skills
- A can-do attitude, and team-first mentality
- Coachable and eager to learn
- Excellent interpersonal, verbal and written communication skills
- Commitment to the NCDP's values

Logistics & Working Conditions

- Part-time position
- Generally, Monday through Friday, shall require evening and weekend hours
- Extended hours during election season, State Convention & National Convention
- Registered Democrat
- Must have a valid driver's license, a reliable mode of transportation, and the ability to travel throughout the state for more than a day at a time

Classification

Exempt (not subject to overtime); temporary position; not a bargaining unit position

Salary & Benefits:

The salary and benefits for this position are competitive and commensurate with experience. The pay range is \$24,000 - \$30,000 annually or \$2,000 - \$2,500 per month.

Employees receive graduated vacation based on years of service, beginning at 10 days of paid vacation for new employees. Employees also receive paid holidays, paid sick leave, and various other forms of paid leave.

NC Democratic Party Benefits:

All full-time employees are offered a comprehensive benefits package, 100% covered by NCDP. This includes medical, dental, vision, disability, and life insurance. Benefits become active on your first day of employment. Employees can add partners and dependents to health benefits but are responsible for covering the additional cost.

Application:

To apply, please send a resume to jobs@ncdp.org. We will review a cover letter as part of your application, if you would like to submit one, but it is not required. Please only list the words "Administrative Assistant Application" in the subject line. Applications improperly submitted will not be accepted. Applications will be accepted on a rolling basis.

The North Carolina Democratic Party is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.