

North Carolina Coordinated Campaign Trips Associate

The 2024 North Carolina Democratic Coordinated Campaign is seeking a Trips Associate to support principal and surrogate travel programming for the 2024 election cycle. This position is located in North Carolina and requires in-person work. This is a non-supervisory role and is a CWG bargaining unit position. This is a full-time temporary role through the 2024 election cycle that will end November 15, 2024. Access to reliable transportation is required for this position. Advance experience is a plus.

Job Description:

- Assist in updating trip memos and organizing internal documents for incoming high level campaign surrogates and principals.
- Maintain calendars and track trip logistics.
- Serve as primary support staff for the Trips Director.
- Interface with other departments when it comes to day to day needs, events, trips and projects.
- Support advance teams on pre-trip logistics, collateral and materials delivery for advance sites, and documentation.
- Help manage the post-trip close-out, including the shipment of materials back to HQ and other administrative tasks once a trip is complete.
- As needed, drive campaign surrogates to events around the state.

Required Skills & Qualifications:

- Good personal organization, including ability to meet deadlines and multitask; experience with Google sheets or Excel a plus.
- Strong interpersonal skills, including the ability to communicate effectively and patiently. Very comfortable making cold calls and having conversations over the phone.
- Ability to maintain confidentiality around highly sensitive information.
- Has demonstrated commitment to social and racial justice and an understanding of the issues facing communities of color, immigrant communities, and low to moderate-income families.
- Strong trouble-shooting skills, particularly related to travel and operational logistics.
- Desire to ask questions, receive constructive feedback, and grow as a professional.
- Commitment to equity and inclusion in working with staff and other stakeholders.
- Access to reliable transportation and willingness to travel statewide.
- A clean driving record.
- Commitment to electing Democrats up and down the ballot.

Salary

This position is salaried at \$5000 per month.

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. Full-time employees also receive unlimited paid time off on an as needed basis subject to employer approval, two floating holidays, and paid holidays.

Application and Interview Procedure

Candidates should submit their resumes at <https://forms.gle/1sJkHtotUMtf8Wrg9>.

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.