

2022 MDLCC Regional Field Coordinator Position Description

The Montana Democratic Legislative Campaign Committee (MDLCC), the only program that works to elect Democrats to the Montana State Legislature, is accepting applications for our 2022 Regional Field Coordinator positions.

Regional Field Coordinators are the face of the Democratic Party in their communities and are responsible for building and empowering the volunteer infrastructure that will persuade and mobilize voters to block a Republican supermajority in Montana's Legislature in November. Regional Field Coordinators will be based in communities across Montana. This is a temporary position lasting through November 2022.

To apply, please submit a resume and three references to Ciara Maxwell, MDLCC Deputy Director, at ciara@montanademocrats.org. These positions will be filled on an ongoing basis. Applications will be accepted until positions are filled. *Incomplete applications will not be considered.*

POSITION TITLE: MDLCC Regional Field Coordinator

POSITION STATUS: Temporary

UNION STATUS: Unionized with IBEW Local 206

REPORTING TO: MDLCC Deputy Director and MDLCC Director

LOCATION: Various throughout Montana, and flexible throughout the campaign (possibility of relocation). Placements in Great Falls, Missoula, Bozeman, Helena, and Billings.

STARTING DATE: Early March 2022

COMPENSATION: \$3200 per month health, dental, and vision insurance 100% paid by employer, monthly \$50 technology stipend, and qualifying mileage reimbursement.

The MDLCC Regional Field Coordinator duties include:

- Candidate & Campaign Management
- Knocking doors on behalf of targeted legislative candidates in turf
- Recruiting, training, and managing volunteers
- Planning and executing regular voter contact and volunteer recruitment events
- Cultivating volunteer leaders and providing them with ongoing training
- Guiding organizers to reach and exceed various metrics
- Meeting daily reporting and data entry deadlines
- Developing relationships with political stakeholders, allied organizations, and local Democratic committees
- Other duties as assigned

MDLCC Regional Field Coordinators must also be self-motivated and outgoing, with strong verbal and writing skills. They must be able to keep composure in a stressful environment and possess the ability to juggle multiple priorities and projects and meet deadlines under pressure, with a remote manager. They must have a desire to learn on the job and meet any challenge with a positive attitude with the ability to hold themselves and others accountable for reaching goals.

Applicants must have reliable transportation and a current driver's license.

Applicants must be passionate about the work we do, excited to work long hours, including nights and weekends, in a fast-paced environment to help Democrats win.