

2022 MDLCC Candidate Services 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 the Candidates Services Coordinator position.

The Candidate Services Coordinator is the staffer responsible for assisting non-targeted candidates as well as members of the incumbent protection program run strong aggressive campaigns, working with MDLCC's mail and digital vendors to help candidates run their paid media program, and assist MDLCC with other tasks as assigned, such as research and fundraising. The Candidate Services Coordinator will be based in Helena, Montana. This is a temporary position lasting through November 2022, with the possibility of extending through the 2023 legislative session.

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 Candidate Services Coordinator

POSITION STATUS: Temporary

UNION STATUS: Unionized with IBEW Local 206

REPORTING TO: MDLCC Deputy Director and Director of MDLCC

LOCATION: Helena, MT

STARTING DATE: Mid May 2022 to Mid June 2022

COMPENSATION: \$3000-\$3200 per month, health, dental, and vision insurance 100% paid by employer, monthly \$50 technology stipend, and qualifying mileage reimbursement.

EXPERIENCE LEVEL: Entry level, 1-2 years experience (including internships) strongly preferred

The MDLCC Candidate Services Coordinator duties include:

- Assist candidates in the incumbent protection program with all aspects of their campaign, including door knocking, fundraising, and budgeting
- Work with non-targeted candidates to answer any questions they may have in running their campaigns
- Holding assigned candidates accountable for canvassing goals and metrics
- Helping candidates draft campaign plans and making sure they execute those plans
- Coordinate with MDLCC's mail and digital vendors to help run the Caucus' buy in program
- Assisting other MDLCC staff with fundraising and opposition research
- Developing relationships with political stakeholders, allied organizations, and local Democratic committees

- Other duties as assigned

The Candidate Services Coordinator 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.