



**Position:** Candidate Services Director- Las Vegas, NV

### **About the Nevada Assembly Democratic Caucus**

The Nevada Assembly Democratic Caucus (ADC) is the official campaign committee dedicated to supporting and electing democrats to the Nevada State Assembly. The ADC is seeking a Candidate Services/Communications Director to help lead the day to day campaign operations of the caucus' targeted races for the 2022 election cycle. The ideal candidate will have a long term commitment and passion for winning state assembly races in Nevada.

### **Candidate Services Director/Communications Director**

The ideal candidate will have significant campaign experience and previous experience working with staff, candidates, managing consultant teams, and developing and implementing strategic plans. Superior project management skills are a must to make sure that campaign strategies and tactics adapt and change with the dynamics of the 2022 election cycle. This position reports directly to the Executive Director.

### **Responsibilities**

- Serving as a point of contact and resource for assigned Nevada Assembly candidates and their campaign teams through regular check-ins.
- Providing advice to candidates to help them run top-notch programs in field, fundraising, communications, and overall campaign operations
- Collaborating with candidates and campaign teams to develop and execute a campaign path to victory, including district-specific goals and benchmarks.
- Work with candidates, consultants, and campaign team to develop and execute highly tailored campaign plans, including but not limited to the areas of field, fundraising, community outreach, and monitoring opposition activity
- Work with the Leader and Executive Director to develop strategic communications strategy for caucus, members, and candidates
- Work with targeted candidates, members, and consultant team to execute paid communications plans including mail, digital, and television advertising.
- Staff all caucus events and attend events throughout the state

### **Qualifications**

- At least 2 years of campaign experience with at least
- Extensive Nevada experience preferred but not required
- Strong interpersonal skills that create positive relationships with members, staff, partners, consultants and candidates
- Strong technology and analytics skills, including extensive experience with VAN and NGP databases as well as Google/Excel Sheets
- Good communication skills
- Work well within a team and able to work independently



# NEVADA ASSEMBLY DEMOCRATIC CAUCUS

- Access to a vehicle, laptop and cell phone

## Details

- Salary starts at \$5,500 a month but is commensurate with experience; benefits include health care and flexible paid time off
- This position reports to the Executive Director and is based in Las Vegas
- Occasional travel within the state and national travel will be required

The ADC is committed to inclusion and diversity. We seek to hire staff that reflects the diverse communities and perspectives that comprise Nevada. Qualified candidates of all backgrounds, specifically people of color, women, Indigenous people, and members of the LGBTQIA community, are highly encouraged to apply.

The ADC prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.

Please send resume and 3 references to [leo@nvassemblydems.com](mailto:leo@nvassemblydems.com)