



House Victory Political Assistant

Florida House Victory seeks a detail-oriented and creative Political Assistant to help supplement caucus efforts and carry out the operational responsibilities to keep staff on track. This position helps implement House Victory's campaigns-facing program, coordinating with Campaign Managers, political vendors, candidates, and the House Victory team.

Candidates should be detail-oriented and comfortable managing across multiple areas. House Victory staff is dedicated to a culture of learning, and this is an entry level position. The Political Assistant reports directly to the Caucus Director.

Responsibilities

- Operational responsibilities within the political department.
- Assisting with vendor and stakeholder management.
- Direct candidate management and assistance at the direction of House Victory staff.
- Scheduling and principal management of the House Victory Leadership team.
- Coordinating across departments to plan and structure large-format events.

Desired Skills and Qualifications

- Proficiency/experience with excel and google sheets.
- Understanding of Florida's unique political environment
- Detail oriented and comfortable working in a fast-paced office environment.
- Demonstrated commitment to accountability, measuring outcomes, and a results-oriented culture.
- Stellar communications skills, both written and oral.
- Knowledge of NGP software.
- Willingness to travel throughout Florida.

Salary and Benefits: \$42,000 annualized salary with health, dental and vision insurance. Florida House Victory is dedicated to a strong work environment that includes health benefits and paid time off to its employees.

How to Apply: Please submit a resume to dshannon@floridadems.org and please include in the subject: House Victory Political Assistant. Applications will be considered on a rolling basis.

Florida House Victory is the political arm responsible for the operations of the Florida House Caucus and housed under the Florida Democratic Party. The House Democratic Leader Designate and their campaign committee oversee the House Victory operations and its staff.