

## 2024 MDLCC Regional Campaign Coordinator Position Description

The Montana Democratic Legislative Campaign Committee (MDLCC), the only entity that works to elect Democrats to the Montana State Legislature, is accepting applications for our 2024 Regional Campaign Coordinator positions.

Regional Campaign Coordinators are responsible for managing targeted State House and State Senate candidates that will persuade and mobilize voters to break a Republican supermajority in Montana's Legislature in November. Regional Campaign Coordinators will be based in communities across Montana. This is a temporary position lasting through November 2024.

To apply, please submit a resume and three references here: <https://forms.gle/QQhZXeh5hTdNnpCa9>. 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:** Regional Campaign Coordinator

**POSITION STATUS:** Temporary

**UNION STATUS:** Unionized with IBEW Local 206

**REPORTING TO:** Director of MDLCC

**LOCATION:** Billings, MT

**STARTING DATE:** August 2024

**COMPENSATION:** \$4,000-\$4,500 per month; health, dental, and vision insurance 100% paid by employer, monthly \$100 technology stipend, and qualifying mileage reimbursement.

**EXPERIENCE LEVEL:** Junior to Mid level, 1-2 years campaign experience and experience working with or managing candidates directly strongly preferred

**The Regional Campaign Coordinator duties include:**

- Candidate & Campaign Management
- Knocking doors on behalf of targeted legislative candidates in turf
- Assisting the candidate with fundraising and budgeting, including staffing call time
- Recruiting, training, and managing volunteers
- Aligning and coordinating field efforts with Coordinated Campaign
- Meeting daily reporting and data entry deadlines
- Developing relationships with political stakeholders, allied organizations, coordinated campaign counterparts, and local Democratic Central Committees
- Other duties as assigned

Regional Campaign 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 and able to work long hours, including nights and weekends, in a fast-paced environment to help Democrats win.