

Washington State Democratic Central Committee
Job Description
Caucus and Convention Organizer

With the 2020 elections around the corner, it is time for the Washington State Democrats to begin the processes which elect the delegates who will vote at our State and National Conventions. Over the course of the next year, local delegates are elected who will set the State Party platform and elect statewide delegates to attend the historic 2020 National Convention. The caucus and convention cycle will culminate in the election of 107 statewide delegates, and 7 alternates, who will vote on behalf of Washington Democrats for the Democratic Presidential nominee. The Caucus and Convention Organizer will work closely with the Party Affairs Director to develop and conduct statewide training; plan and execute events such as state subcommittee meetings and State Convention; communicate regularly with party leaders on activities and programs; and work with State Party staff across departments to ensure a successful presidential caucus and convention cycle.

The Caucus and Convention Organizer will report directly to the Party Affairs Director. The annual salary range for this position is \$47,500 - \$51,600, commensurate on experience. The Washington State Democratic Party offers a generous benefits package, which includes health care, vision, and dental coverage. The Caucus and Convention Organizer will be based out of the Seattle, WA headquarters. The position is part of a union collective bargaining agreement and is expected to run through the National Convention, taking place in July of 2020. Post-Convention positions within the organization may be available to those who excel in this position.

Job Responsibilities

- Provide training and instruction to Party Leaders throughout the state in the planning of their Legislative and Congressional District Caucuses, where they will elect Delegates to the State and National Conventions, including presidential electors.
- Facilitate communication and collaboration with presidential campaigns.
- Work with the WSDCC Affirmative Action Committee to lead outreach into historically disenfranchised communities throughout Washington State, with a mission to overperform diversity goals for the Washington delegation to the Democratic National Convention, held in Milwaukee, WI.
- Recruit and support a diverse, vibrant, and energetic group of Delegates to represent Washington State at the Democratic National Convention.
- Assist the Party Affairs Director in the construction, refinement, and execution of the Rules for Delegate selection and Legislative and Congressional District caucuses.
- Assist the Party Affairs Director and other party staff in the planning and execution of two statewide meetings attended by all party members statewide, which take place before the National Convention, and provide managerial and administrative support for the Party Rules and Bylaws revision process.
- Book and manage accessible and budget-conscious event space for trainings and work with local parties as they secure the venues and materials necessary for their own trainings, caucuses, and conventions.

Requirements

- Extremely detail-oriented and comfortable working in a fast-paced office environment.
- Ability to manage competing priorities effectively, especially under pressure.
- Ability to travel throughout the state and work nights and weekends. A reliable car is necessary for this position.
- Ability to travel statewide regularly and accommodate the schedules of activists around the state.
- Excellent written and verbal communication skills. Ability to communicate clearly and proactively with internal staff as well as external partners and vendors.
- A friendly, professional, member-first demeanor.

- Experience planning and executing large meetings.
- 1-2 years political work experience, with an emphasis on training and event planning.
- Proficiency in reading and writing “legalese,” and the ability to communicate this material to the general public.
- An unshakable commitment to impartiality and fairness.
- Proficiency in MS Office, including Microsoft Word and Excel and PowerPoint, experience with NGP VAN, and social media tools.
- Spanish proficiency strongly preferred, but not required.

The Washington State Democratic Central Committee provides equal employment opportunities (EEO) to all employees and applicants for the employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Recruitment for this position will remain open until August 23rd, 2019. To apply, please send your resume to drew@wa-democrats.org, along with a brief description of what interests you about the position. Consideration will be given to all qualified applicants who submit their resume by the time the recruitment window closes.