



**Pasadena Area United Democratic Headquarters (UDH)
Positions Available in Southern California
July 15, 2020**

The Pasadena Area UDH is an independent expenditure campaign, not affiliated with the California Democratic Party or the Democratic National Committee, that works to support the entire Democratic ticket, both locally and in areas outside our immediate geographic area. Our website is: <http://pasadenademocrats.com>

WE OFFER: A large and experienced volunteer base, a history of successful elections, a diverse population with a large voter target, and a dedicated Steering Committee. Compensation commensurate with experience.

WE SEEK:

Campaign Manager: Seasoned campaign leader to develop and implement local voter outreach, including voter registration, absentee ballot program, phone banking, precinct walking and GOTV. Must be able to supervise consultants, interns and volunteers; prioritize staff activities to meet voter contact goals; create a positive working environment; manage day-to-day operations in conformance with an established budget; oversee handling of monies, including a vibrant merchandise operation (which may include on-line operations); and keep headquarters functioning according to established schedule. Social media experience and strong computer skills required, particularly in light of new social distancing norms; public relations experience a plus. Reports to Steering Committee.

Volunteer Coordinator: Outgoing individual to develop and implement plans for recruiting a diverse team of volunteers. Must be able to train volunteers and schedule their activities, maintain a volunteer data base, identify lead volunteers, and foster a positive experience for volunteers. Social media experience and strong computer skills required. Photography and/or videography experience a plus. Reports to Campaign Manager.

Field Coordinator: Energetic individual to develop and implement community outreach program including voter targeting. Must be able to train volunteers in all aspects of field work, automate tracking of voter contacts, use social media effectively, identify and train precinct captains, and get out the vote of Democratic supporters in the targeted areas. Strong computer skills required. Reports to Campaign Manager.

Merchandise Manager: Experienced professional to design and implement a merchandising program to raise, through sales at the Headquarters and off-site locations as well as through on-line sales, majority of funds to support the UDH. Must be able to manage the day-to-day operation of the UDH store, train and supervise volunteers, identify sales trends and community sites, coordinate a vendor supply chain and manage inventory and turn-over rates. Retail background, experience with point-of-sale systems and strong computer skills required. Reports to Campaign Manager.

QUALIFICATIONS: Electoral experience (required for Campaign Manager, preferred for other positions), strong computer skills, good organizational skills, ability to work with volunteers, reliable work history, ability to work as part of a team. References required.

Interviews will begin on or before June 15; applications will be accepted until positions are filled. Positions start July 15, 2020 and extend through November 8, 2020.

For consideration, please send your professional resume and cover letter to 2016udh@gmail.com.