

Assistant Primary Administrator

Description:

This role will support the Primary Administrator in administering the Democratic Primary Election. They will keep meticulous records of all candidate filings accepted by the State Party, document all financial transactions related to the primary election, and track contracts and deadline requirements across all 254 Texas counties.

This position is full-time through June 2022 (though it could be extended, depending on the date of the primary runoff election). With strong performance, we would expect this person to remain on the team in another role through the end of the election cycle in November.

Core Responsibilities:

- Accept candidate filings in person and via email, documenting and processing those filings
- Review candidate filing petitions for form, content and accuracy
- Coordinate with County Election Administrators/Clerks in select counties to contract with the EA/Clerk to provide election services and carry out the duties required of the Party
- Keep meticulous records of any/all financial transactions TDP makes from primary funds and any/all transactions TDP makes while serving as a county party's fiscal agent
- Track the contract types and completion of certain Party duties for the primary across all 254 counties
- Collaborate closely with the Regional Political Managers to support County Democratic Parties in their administration of the primary election, including by creating resources, reminders, and templates
- Additional duties as assigned by the Primary Administrator

Preferred Experience:

- Professional experience and comfort with Google Sheets or Microsoft Excel (you will use Sheets in this role)
- Some work or volunteer experience with political campaigns and/or county Democratic parties, understanding the basic elements of elections and campaigns

Required Skills:

- Highly organized and committed to details

- Comfortable with technology and learning new tech systems
- Strong interpersonal skills
- Ability to juggle multiple tasks and deadlines at once
- Eligible to become a notary public in the state of Texas. You do not need to be a notary already, but you must be willing to become one upon hiring and meet the eligibility requirements:
 - Be at least 18 years old
 - Be a resident of the state of Texas
 - Not be convicted of a felony or a crime that involves moral turpitude that has not been dismissed or discharged by law

Required Tools:

- A reliable cell phone

Salary: \$44,400/year + Employee's health insurance premiums fully covered

This person will report to the Primary Administrator.

Location: Austin, TX - This person will be expected to be physically present in the office daily, including some nights and weekends. Our office adheres to safe COVID-19 protocols.

How to Apply:

Please [click here](#) and fill out this form to apply for this position.