



Title: Executive Administrative Coordinator

The Iowa Democratic Party is seeking an Executive Administrative Coordinator to support the Chair and Executive Director, manage scheduling, to assist with coordination and logistics of the State Central Committee, and to serve as the office coordinator. We are looking for someone who is detail-oriented, organized, and can anticipate needs and present solutions. The ideal candidate is a passionate, hardworking individual who is committed to the values of the Iowa Democratic Party. The position is located in Des Moines, Iowa.

Status: Full-time employment. Competitive Benefits. Salary is commensurate with experience and qualifications. The Executive Administrative Coordinator reports to the Executive Director.

Duties Include:

- Provide executive/administrative support to the Chair and Executive Director and the organization;
- Manage scheduling for Chair, provide assistance with scheduling meetings and maintaining internal calendars for Chair, Executive Director and other staff.
- Manage, track and draft correspondence and maintain follow-up system for correspondence.
- Plan and execute logistics for the State Central Committee and associated committees and caucuses.
- Staff the front desk of the office and main phone line; conduct office management duties such as mail and office supply management.
- Some in-state travel may be required.

Preferred Qualifications:

- 1-2 years of administrative experience;
- Outstanding attention to detail and excellent organizational skills;
- Excellent written and verbal communications skills;
- Employs discretion and the ability to maintain confidentiality;
- Ability to anticipate needs, take initiative, and follow tasks and projects to completion;
- Ability to prioritize and manage multiple tasks and deliverables;
- Advanced knowledge of G-Suite: Gmail, Google Documents, Sheets, Presentations; knowledge of Microsoft Office Suite;
- Advanced knowledge of Zoom and Google Meet;
- Sense of humor and solutions-oriented attitude;
- Ability to work in a fast-paced, high-pressure environment;

To Apply: Send a resume to jobs@iowademocrats.org with the subject line “Executive Administrative Coordinator”. Please contact Erin Davison-Rippey at 515-974-1684 for any accommodations you need for the application and interview process.

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