



Position: Organizing Director

Reports to: Executive Director

Salary: Range \$40,000-\$50,000 - annualized salary, with benefits

Hours: 40 hrs + / Week, Flexible, Some Evenings & Weekends Needed

Primary Location: Denver, CO + Virtual

Start date: Immediately

About the position:

This is a full time, year-round position responsible for recruiting and organizing volunteers for voter and community engagement projects that lead to winning elections. The Organizing Director is expected to lead and join events and activities around the state and virtually online.

Standing Program Responsibilities:

- Voter Registration
- People to People Deep Canvassing
- Voter Persuasion & GOTV Canvassing
- County Majority Project
- Volunteer Recruitment & Management
- Weekly Volunteer Email
- Community Outreach & Relationship-Building Statewide
- Staff State, District & County Party Meetings & Events

Essential Project Skills:

- Set Up & Carry Out Phone Banks
- Willingness to Make Phone Calls and Match the Right Volunteers to the Right Projects
- Set Up & Carry Out Text Programs
- Data & Map Analysis for Targeting
- Excellent Organizational Skills
- Strong People & Communication Skills

Other duties/responsibilities:

- As assigned by the Executive Director or Chair.

Job Qualifications:

- Minimum of one year of field and volunteer management experience
- Proficiency in Word, Excel, Powerpoint & G-Suite
- Excellent written and verbal communication skills
- Outgoing and Positive personality
- Ability to Motivate and Inspire Other People
- Willingness to Travel Statewide
- Strong Time Management Skills



- Strong Relationship and Customer Service Skills
- Goal-Oriented and Able to Write, Implement and Measure Plans

A Plus:

- Experience with VAN, Databases, Mobilize, Mass Emailing Programs
- Some experience in developing and implementing a volunteer training program
- Spanish fluency
- Existing relationships with volunteers and candidates in Colorado
- Existing knowledge of Colorado's 64 Counties

Salary: Salary is commensurate with experience and ranges from \$40,000 - \$50,000, depending on experience. Position will include medical and vision insurance benefits at no cost to the employee. There is the potential for career and salary growth with the party.

Application Instructions: Please email Karin Asensio at karin@coloradodems.org a resume, three references with contact information with "Organizing Director" in the subject line. In lieu of a formal cover letter, please include in the body of your email one to two paragraphs on why you are applying for this position and how your skills meet the description above. Direct any questions to karin@coloradodems.org.

The Colorado Democratic Party is committed to cultivating and preserving a culture of inclusion and connectedness. We are better able to grow and learn together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.