

POSITION TITLE: *Wyoming Democratic Party Caucus/Convention Coordinator*

REPORTS TO: Wyoming Democratic Party Executive Director- Sarah Hunt

LOCATION: Cheyenne, Wy

SCOPE OF POSITION:

The Caucus/Convention Coordinator (CCC), working with the Executive Director, oversees operations for the Delegation Selection Plan, State Convention, and Wyoming Delegation to the National Convention. The CCC is responsible for being a contact for county parties and caucus committees who have questions about the caucus/convention, coordinating with caucus vendors, preparing material for caucus committees, helping plan the state convention, helping plan for the Wyoming delegation to the national convention.

EXPERIENCE:

To apply for this job, you must be organized, self-driven, able to work with and understand legal documents, have attention to detail. Knowledge of the caucus system and political conventions is a plus but not required.

RESPONSIBILITIES:

The position is responsible, at a minimum, for the following:

- Getting to know the Wyoming Delegate Selection Plan (DSP) document well enough to answer process and procedure questions.
- Prepare material for the caucus committees such as the caucus handbook, flow chart of a ballot, etc. These materials will go out to county parties, caucus committees, and other interested parties.
- Coordinate with WDP Communications Director to create a media plan. Make sure that the media plan is communicated to caucus committees and WDP leadership.
- Coordinate with outside vendors that are assisting with DSP. Be their in-state point of contact, keep up with the calendar, make sure deadlines are met, and other tasks.
- Help run the Presidential Preference Caucus.
- Help plan the state convention in Powell, Wy
- Coordinate with the National Convention Staff to make sure deadlines are met, hotel reservations are made, create delegate packets, and other related tasks.

This position is part-time from 20 to 30 hours a week and temporary, not less than 3 months and not more than 7 months. It will remain open until filled. Submit resume to Sarah Hunt at sarah@wyodems.org