

Job Description - Executive/Administrative

The Florida Democratic Party is seeking an experienced Executive Assistant to assist in the day to day needs of the FDP Chair and Executive Director. This position is based in South Florida and reports to the Executive Director.

Responsibilities Include:

- Serving as primary reception for callers and office visitors. This includes greeting and responding to any/all inquiries and directing callers & visitors to the appropriate staffer;
- Distributing all incoming mail and ensuring that outgoing mail reaches the carrier(s);
- Assuming responsibility for office machinery (i.e. postage machine, copiers, and fax machines). This includes having a working knowledge of machines, ensuring they are stocked and in working order and training others in their use as needed;
- Tracking, reporting & invoicing for use of postage, overnight mail and copy machines;
- Serving as primary liaison with vendors who service and supply office machinery;
- Maintaining, ordering and overseeing all office supplies and stationary (letterhead, envelopes, etc.);
- Scheduling use of office(s) by outside groups; maintaining schedule for use of conference rooms;
- Responsible for the creation and management of a process for coordinating the calendars of the FDP Chair and Executive Director and serving as the main point of contact for all scheduling requests;
- Reach out to individuals and organizations to set up meetings and events at the Chair or Executive Director's request, including sending meeting notices;
- Responsible for compiling event briefings for the Chair or Executive Director when necessary, including background on attendees, event and talking points;
- Expected to travel with and staff the Chair and Executive Director when needed;
- Reach out to department heads at the request of the Chair or Executive Director to follow up on deadlines, progress on projects and schedule calls or meetings with them;
- Responsible for scheduling internal calls as well as taking notes and sending reminders;
- Responsible for maintaining the professional appearance of the common areas of the office;
- Maintain the storage space and control access to storage;
- Be responsible for recording individuals that have access keys to the office, and assure the return of keys that are no longer needed;
- Reporting out call results for all departments within the FDP;

- Performing other administrative tasks as needed.

Required Specific Skills & Qualifications:

- 1-2 years experience in a support role, preferably in a political environment.
- High level of personal and professional integrity and strict adherence to confidentiality and privacy.
- Excellent written and communication skills.
- Proficient in G-Suite, Microsoft Office and NGP.
- Ability to manage conflict, work under pressure, and always be solutions oriented.
- The ability and willingness to work long hours and weekends.
- Access to a vehicle.
- Applicants must be highly organized and have the ability to multitask in a fast-paced campaign environment
- Customer service oriented; great phone presence a must
- Ability to maintain calm and positive demeanor under pressure
- Ability to navigate many different types of personalities
- A detail-oriented team player
- Commitment to Democratic principles
- Basic accounting skills a plus
- Previous campaign/political experience a plus
- Be a fast learner.
- Be resourceful and able to solve problems on one's own.
- Have good management aptitude and/or demonstrated skills.
- Have demonstrated skill at setting and communicating priorities.
- Strong public speaking skills are preferred

Logistics

- Must have the ability to travel extensively at times throughout the state for more than a day at a time.
- Must be able to travel often for several days at a time.
- Office hours are 9:00 – 6:00, Monday through Friday, however, evening and weekend hours will be needed regularly

Salary & Benefits

- The Florida Democratic Party offers a competitive salary and benefit package with the opportunity for growth. Salary is based on experience. This is a full-time position and available immediately. Position includes full health, dental, and vision benefits.

How to Apply

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

Disclaimer

The Florida Democratic Party is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The FDP is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis.