

Position: Field Admin Assistant

Reports To: Director of Operations

Position Summary: The Field Admin Assistant is responsible for ensuring that all of the administrative tasks associated with the 2020 field program are organized and run in a smooth and efficient manner. The Field Admin Assistant will be responsible for keeping things organized and the team on-task, as well as coordinating with 3rd parties that the Indiana Democratic Party will be working alongside during the 2020 election cycle. The Field Admin Assistant will provide general department support, including but not limited to:

- Coordinating ongoing conversations with 3rd party partners to ensure a healthy working relationship for the 2020 cycle.
- Managing and tracking the field staff budget.
- Onboarding new field staff
- Overseeing field office expenses and processing invoices;
- General administrative tasks as needed, including scheduling, calculating payroll, and other operations and human resources related duties.

Skills and Qualifications:

- Proficiency with Microsoft Excel.
- Very strong organizations skills, and the ability to thrive in a fast-paced, evolving environment
- Prior political experience is preferred, including field/voter contact, compliance, scheduling
- Strong attention to detail

Salary

Salary commensurate with experience. Employees are eligible to enroll in IDP's health insurance policy, which includes dental, vision, health, and life insurance.

Instructions To Apply

Please send cover letters and resumes to jobs@indems.org with "Field Admin Assistant" the subject line by 5 p.m. Tuesday, August 25, 2020.

Equal Opportunity/Diversity Policy The Indiana Democratic Party is an equal opportunity employer and is dedicated to the achievement of equality of opportunity for all its employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, age, national origin or disability.