



Job Announcement – Training and Voter File Manager

Purpose of position:

The Massachusetts Democratic Party (MDP) is seeking a dynamic individual to fill the position of Training and Voter File Manager. This is a full-time leadership position based in Boston, MA. The Training & Voter File Training Manager will be supervised by the Executive Director.

Key priorities for the manager include but are not limited to: implementation and further development of the state party technology plan, coordinating usage and implementing training, working with campaigns and other stakeholder groups. The Manager will oversee, train and implement the technology components of the Massachusetts Democratic Party strategy with a specific focus on VoteBuilder implementation and training. The Training and Voter File Manager will also have the opportunity to test new technologies such as peer-to-peer texting and organizing tools.

Responsibilities include:

- Run weekly online voter file/VoteBuilder trainings for all levels of VoteBuilder users
- Develop training materials in consultation with other staff.
- Provide frequent additional voter file assistance, along with holding weekly support hours.
- Educate campaigns and town and ward committees on voter file policies and increasing usage.
- Work closely with the ASDC/DNC Training & Best Practices department to create, disseminate and train for all aspects of campaigning, use of tools and best practices. Help establish curriculum and implement training programs.
- Manage and update various Party lists within VoteBuilder.
- Maintain technology support and training for the staff.
- Working with the Executive Director and Chair, develop a training program so that Democrats are using technology effectively.
- Work with campaign staff including Coordinated Campaign leadership to provide a technical perspective at the strategic and tactical levels.
- Collaborate with the Communications, Field and other departments to implement the technical strategy, training and tools to be win our elections in the fall.
- Maintain backend lists and rosters on the website.
- Interact with party activists, statewide committees and other related organizations - answering questions and taking action to meet their needs, as directed.

Qualifications:

- Possess an understanding database technology and have very strong computer skills.
- Experience working with VAN/VoteBuilder required. Wordpress, Photoshop, InDesign (or other graphic design software), Hustle and HubDialer 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.
- Strong public speaking skills preferred but not required.
- Knowledge of Democratic Party issues and campaigns a plus.

Salary is commensurate with experience and in the range of \$35,000- \$40,000 plus benefits.



Position is to commence no later than May 25, 2018.

Application Procedure:

All people interested in applying for the position should email a cover letter describing why they are interested in the job and their qualifications, as well as a resume, one page writing sample and two references, to Veronica@massdems.org. Deadline for applications is 5:00 p.m. on May 11th.

At the conclusion of the interview process the Chair and Executive Director of the Massachusetts Democratic Party will make the selection to fill the position.

No person shall be discriminated against in seeking employment with the Massachusetts Democratic Party because of race, color, religion, gender, age, national origin, ancestry, marital status, height, weight, creed, sexual orientation, economic status or disability.