



**Arizona Democratic Party**  
**2910 North Central Ave · Phoenix, AZ 85012 · (602) 298-4200**

**The Arizona Democratic Party is seeking a Director of Party Affairs.** This role calls for a collaborative leader who can work on behalf of the AZ Democratic Party to liaise with County Chairs, Legislative District Chairs and party leadership.

Job responsibilities include:

- Communicating and coordinating with Democratic leaders to remove barriers to success
- Identify and recruit Precinct Committeepersons
- Train, build, mentor, recruit and coach new party leadership
- Monitor and expand training for staff, organizers and volunteers
- Work with AZ Dem staff to integrate plan for targeting and engaging voters
- Liaise with Regional Field Organizers to monitor and provide guidance for success
- Work with County Chair on needs assessments
- Coordinate and oversee Democratic Party committee and boards

Minimum requirements and skills include:

- Knowledge of Arizona Democratic Party policies and procedures
- At least two to three cycles of campaign experience
- Existing relationships with community leaders
- Ability to work under intense deadlines
- Flexibility and desire to travel frequently
- Manage multiple priorities and large scale projects
- Track record in mentoring teams
- Knowledge of and experience with political parties and organizers
- Ability to provide excellent customer service to multi level stakeholders

**HOW TO APPLY:** This is a full-time position. Please send brief cover letter and resume to [operations@azdem.org](mailto:operations@azdem.org) with subject line "Application: Director of Party Affairs" by Wednesday March 13, 2019.

The Arizona Democratic Party, (ADP), is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff. ADP is an equal opportunity employer, and it is ADP's policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, pregnancy, national origin, religion, sexual orientation/identity/expression, ethnic identity or physical disability, marital or military service status including membership in the National Guard, or any other legally protected status. Protected status may also include an individual's marriage to or association with someone with any status listed above.

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