

<b>Job Title</b>	Political Operations Associate
<b>Employer/ Agency</b>	LPAC
<b>Job Description</b>	<p>The Political Operations Associate provides executive support to the Executive Director and serves as the primary point of contact for external constituencies on all matters pertaining to LPAC. The Associate also serves as a liaison to the LPAC Board of Directors; organizes and coordinates LPAC’s outreach and external relations efforts; and oversees special political projects.</p> <p>The Political Operations Associate is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.</p> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>• Scheduling and calendar management for E.D.; travel and meeting logistics; banking and budgeting support; note-taking in meetings; preparing Board and other meeting materials including briefing documents, books and agendas.</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Communicates with internal and external stakeholders including Board members, consultants, partners, candidates, donors and others. This task will include frequent in-person, phone and written communication. Writing tasks will include drafting or editing confidential and other correspondence; social media and website postings; reports and endorsement recommendations. Other communications projects may be assigned based on interest and ability.</li> </ul> <p><b>Relationship management:</b></p> <ul style="list-style-type: none"> <li>• Builds and maintains relationships necessary for smooth and effective operation of the organization and environment, manages access to the E.D. in a way that creates win-win scenarios. Maintains discretion and confidentiality at all times.</li> </ul> <p><b>Project management:</b></p> <ul style="list-style-type: none"> <li>• Manages aspects of political and organizing projects. This task will include prioritizing and researching candidates, campaigns and issues important to LPAC and our work; setting priorities; event support; volunteer coordination; and other duties as assigned.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree or equivalent job-related experience required.</li> <li>• At least two years of progressively responsible experience working with executive level staff, requiring project coordination, writing, independent decision making and management of projects with multiple concurrent activities.</li> <li>• Political campaign, PAC or organizational experience a plus.</li> <li>• Experience working in a fast-paced environment a must.</li> </ul>

<b>Salary/Hours</b>	DOE
<b>Employer/Agency</b>	LPAC
<b>Email Address</b>	jobs@TeamLPAC.com
<b>Application Method</b>	To apply, please send your resume and a compelling cover letter to: jobs@TeamLPAC.com
<b>Opening Date</b>	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.