



## Fellowship Position - Overview

The New Mexico Democratic Coordinated Campaign is seeking highly motivated, passionate and talented part-time Fellows for our community based organizing program. This coordinated campaign will be working to elect Democrats up and down the ticket in 2020. We are looking for staff that can make commitments through November of 2020. \$15 an hour and 15 hours a week. This is an 8 week long position. Contact: Please email your resume as a PDF & three references with "NM Fellowship" in the subject line to [admin@nmdemocrats.org](mailto:admin@nmdemocrats.org)

### Role Overview

Fellows will be responsible for various tasks focused on community engagement and capacity building. Fellows should be high energy, outgoing, and enthusiastic. Candidates with experience building coalitions among diverse groups of people and experience holding volunteers accountable are preferred. Fellows report directly to Organizers. All positions are currently remote and will be given at least 7 days notice before needing to relocate within New Mexico.

### Tasks & Responsibilities

Including, but not limited to:

- Recruit, train and manage volunteers and empower volunteer leaders
- Plan and manage voter registration events, organizing events, phone banks and canvasses virtually and in person
- Knock on doors, make phone calls, and send text messages daily
- Amplify message, recruit volunteers and create online communities using social media platforms

### Required Skills & Background

- Exceptionally well organized with the ability to meet strict deadlines
- Excellent written and verbal communication skills
- Strong interpersonal skills and ability to communicate with people from different backgrounds to manage and supervise teams
- Disciplined and solution-oriented approach to all tasks
- Must have access to a vehicle, cell phone, computer and reliable internet
- Commitment to electing all Democrats on the ballot
- Self starter and able to work independently in a virtual environment

### Preferred Background & Experience

- Previous customer service experience
- Previous campaign experience
- Proficiency with Votebuilder/VAN

*Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or veteran status.*