



Nevada Senate Democrats - Deputy Executive Director

The Nevada Senate Democratic Caucus is seeking a Deputy Director to assist the caucus during the 2021 Legislative Session. This is a senior staff position and will last through the 2021 session with the possibility of retention for the 2022 cycle.

Responsibilities include:

- Assisting Democratic senators and staff in researching, tracking, and managing legislation
- Assisting with organizing, categorizing, and communicating Democratic senators' legislative accomplishments
- Assisting with messaging and social media communications
- Coordinating with Assembly Democratic Caucus and Governor's Office staff to ensure a strong working relationship
- Providing political and policy advice to the caucus
- Assisting with candidate recruitment and strategic planning for the 2022 elections
- Other duties as assigned

Qualifications and skills:

- At least two cycles of issue or electoral campaign experience at a senior level, with at least one cycle managing staff. Experience with campaign management or communications preferred
- Excellent written and verbal communication skills
- Good time management skills and ability to manage multiple projects simultaneously
- Experience working with a consulting team and running paid communications programs is preferred
- Experience with NGP VAN and Votebuilder
- Willing to work extensive hours, including nights and weekends
- Positive attitude and ability to motivate staff members
- Committed to details, results, meeting goals, and tracking/using data to inform decisions
- Ability to approach problem solving with creativity
- Previous legislative experience a plus, but not required
- Nevada ties a plus, but not required

This position reports directly to the Executive Director.

Salary and benefits are commensurate with experience and qualifications.

The Nevada Senate Democratic Caucus (NSD) is committed to diversity among staff, and recognizes that continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. NSD is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity or expression, physical or mental disability, personal appearance, marital status, family responsibilities, genetic information, or any other legally protected basis. NSD will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

Interested individuals should send a resume and cover letter detailing past experience to Cheryl Bruce at cbuce@nvsenatedems.com. Please submit application by December 18, 2020.