Pennsylvania House Democratic Campaign Committee Accepting Applications for Finance Assistant Position

The Pennsylvania House Democratic Campaign Committee is seeking a qualified candidate to serve as the committee’s Finance Assistant. The Finance Assistant will work closely with the Finance Director on all aspects of the operation, with a focus on the call time program. The PA HDCC is the campaign arm of the Pennsylvania State House Democrats. The position is located in Harrisburg with some travel required post-COVID.

**Day to Day Finance**

- Manage an effective member and leader call time
- Complete all phone, email, or mail follow-up from candidate call time
- Assist with digital and in-person events including staffing and logistics
- Assist in maintaining and updating our database of donor contacts
- Work with schedulers to ensure appropriate member dedication to call time
- Assist in NGP database management for compliance
- Research and other projects as assigned

**Skills /Experience needed**

- Highly organized self-starter
- Excellent oral and written communication skills
- Working knowledge of NGP 7 and 8, Microsoft Office Suite (especially Excel), and Google Docs
- Access to a car, laptop, cell phone, and valid driver’s license.
- Ability to manage a principal
- Ability to balance and prioritize multiple projects
- At least one campaign cycle of fundraising experience preferred
- Ability to work long and irregular hours, including nights and weekends
- Familiarity with Pennsylvania politics preferred but not required
- Familiarity with Pennsylvania’s campaign finance laws preferred but not required
Salary is commensurate with experience. Health insurance provided. To apply, send a resume, cover letter, and references to info@pahdcc.com with the subject line Finance Assistant. Applicants will be considered on a rolling basis.

PA HDCC is an equal opportunity employer and committed to providing employees with a work environment free from discrimination and harassment. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.