

END CITIZENS UNITED

DEMOCRATS FIGHTING FOR REFORM

Political and Advocacy Assistant

End Citizens United's Mission: To combat Big Money in politics and dismantle our rigged political system by electing campaign finance reform champions and passing state ballot measures. These champions will work toward overturning *Citizens United*, ending unlimited money in politics, and ending Dark Money. We'll work towards the mission by: electing pro-reform candidates, raising the issue of money in politics as a national priority, and using grassroots membership to demonstrate political power on the issue of money in politics.

Reports to: Political Director and Director of ECU Action Fund

Job Summary: The Political and Advocacy Assistant is an integral team member helping to assist in the political and advocacy efforts for End Citizens United and ECU Action Fund. S/he will provide support to other members of the team and oversees the department's intern.

Primary Responsibilities:

Responsibilities include, but are not limited to:

- Manages ECU candidate endorsement requests, meetings and process.
- Organizes, staffs and prepares for candidate and Member meetings
- Organizes systems for PAC contributions
- Tracks contacts with incumbent elected officials and helps execute advocacy programs
- Closely monitors U.S. Senate and House political landscape for opportunities for ECU engagement
- Hires and manages Political Intern
- Perform additional duties as assigned

Qualifications

The Political and Advocacy Assistant must be a self-starter with at least two cycles of political experience. Federal campaign experience is highly desired. Must have a strong interest in stopping Big Money in politics and helping elect campaign finance reform champions to Congress, possess excellent communication skills, good attention to detail, the ability to think on one's feet, and a sense of humor. The Political and Advocacy Assistant must be willing to travel and be committed to the diversity of our candidates, membership, partners, and staff.

End Citizens United offers a competitive salary and benefits package. To apply, email resume and cover letter to jobs@endcitizensunited.org, -- subject line "Political and Advocacy Assistant." This position is through November 30, 2018.

End Citizens United is an Equal Opportunity Employer that values a multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.