



Blue Bench Project Coordinator

The Montana Democratic Party is accepting applications for the full-time Blue Bench Project (BBP) Coordinator position to begin February 22nd. The position is based in Helena, MT.

Job Description

The Montana Democratic Party's (MDP) BBP Coordinator works collaboratively with county central committees, BBP Steering Committee, Partner Organizations, and reports directly to the Executive Director. The position works to further the missions of the MDP including development of training, facilitation, and guidance through organizing and coordinating with local level leaders. The Coordinator must be detail oriented, organized, and take initiative. The Coordinator must be committed to developing the next generation of political leadership including the development and retention of Tribal Committees and County Democratic infrastructure.

RESPONSIBILITIES

- Prepare for, schedule, and hold meetings of the Program Steering and planning committees.
- Work with County Central Committee members to provide resources, guidance, and updates related to the work of the Montana Democratic Party.
- Coordinate with the Executive Director to execute a leadership development series.
- Keep, maintain, and update contact list.
- Develop curriculum and training, present training, and mentor attendees.
- Act as a staff contact for questions from candidates, partners, and central committee people.
- Other duties as assigned.

Compensation:

Compensation commensurate with experience. MDP offers a generous paid health insurance plan and travel compensation.

How to Apply:

To apply, please submit a cover letter with the names of three references and a resume, to Sandi Luckey, MDP executive director (sandi@montanademocrats.org). Applications will be accepted until the position is filled. Incomplete applications will not be considered.