



Political Communications Internships

Boone County Democrats are looking for a high-energy and extremely motivated professional with demonstrated interest in nonprofits, politics, lobbying, or communications. The role is to serve a critical function on the team by assisting the Boone County Democrats in implementing political communications projects and serve as an integral part of the field program for Democratic candidates across Boone County. Responsibilities will vary according to the needs of the Party. Weekend morning/afternoon and weekday afternoon/evening availability is a must as well as reliable transportation.

Location:

- **Boone County Democratic Party Headquarters**, 409 Vandiver Drive, Columbia

Responsibilities Include:

- Conduct voter contacts for the purpose of fundraising, event attendance, voting for particular candidates and increasing voter turnout. Contact will be via face to face canvassing. Some phone, mail or texting may also be involved
- Create or assist in the creation of scripts for canvass or phone banking.
- Assist in the running of databases for voter contacts and input of data post the contact.
- Assist or create mass media communications such as emails, social media, videos, letters to the editor. Facilitate mail projects.
- Staff the office, answer phone calls and communicate with the public.
- Facilitate mail projects.
- Attend and/or staff political, non-profit, advocacy, or labor union community organizing meetings and take notes. Complete research assignments as needed.
- Draft one-pagers on prospective donors.
- Assist with ad-hoc administrative duties as needed.

Knowledge & Skills:

- An interest in politics or gaining campaign experience; previous campaign experience helpful but not required, experience with NGP VAN and Votebuilder or other CRM a plus!
- Working knowledge of Google Drive, Microsoft Word, Canva and other basic programs
- Organized and a quick learner with strong attention to detail
- Integrity within a professional environment
- Excellent verbal and written communication and interpersonal skills
- Ability to multitask, work independently, and demonstrate sound judgment
- Ability to work and contribute in a highly collaborative, team environment.
- Ability to reflect and demonstrate integrity, accountability, respect and excellence
- Must be energetic, creative, motivated, a self-starter, and able to function productively and effectively exercising independent decision making.

Job Types: Part-time, Contract 10 hours per week \$600 monthly stipend, with a flexible schedule