



Administrative Assistant/Receptionist

The Mississippi Democratic Party (MSDP) is seeking an experienced Administrative Assistant to assist in the day to day needs of the MSDP Chair and Executive Director. This position is based in Jackson, Mississippi and the person will report to the Executive Director.

Responsibilities:

- Serving as primary reception for callers and office visitors. This includes greeting and responding to any/all inquiries and directing callers and visitors to the appropriate staffer
- Distributing all incoming mail and ensuring that outgoing mail reaches the carrier(s)
- Assuming responsibility for office machinery (i.e. postage machine, copiers, and fax machines). This includes having a working knowledge of said machines, ensuring they are stocked and in working order and training others in their use as needed
- Tracking, reporting and invoicing for use of postage, overnight mail and copy machines
- Serving as primary liaison with vendors who service and supply office machinery
- Maintaining, ordering and overseeing all office supplies and stationary (letterhead, business card, envelopes, etc.)
- Scheduling use of office(s) by outside groups; maintaining schedule for use of conference rooms
- Responsible for the creation and management of a process for coordinating the calendars of the MSDP Chair and Executive Director and serving as the main point of contact for all scheduling requests
- Outreach to individuals and organizations to set up meetings and events at the Chair or Executive Director's request, including sending meeting notices
- Responsible for compiling event briefings for the Chair or Executive Director when necessary, including background on attendees, event and talking points
- Expected to travel with and staff the Chair and Executive Director when needed
- Reach out to department heads at the request of the Chair or Executive Director to follow up on deadlines, progress on projects and schedule calls or meetings with them
- Responsible for scheduling internal calls as well as taking notes and sending reminders
- Responsible for maintaining the professional appearance of the common areas of the office
- Maintain the storage space and control access to storage
- Be responsible for recording individuals that have access keys to the office, and assure the return of keys that are no longer needed
- Performing other administrative tasks as needed and or directed by the Executive Director.

Required Specific Skills & Qualifications:

- Work is generally performed in an office setting.
- 1-2 years experience in a support role, preferably in a political environment
- High level of personal and professional integrity and strict adherence to confidentiality and privacy
- Excellent written and communication skills
- Proficient in G-Suite, Microsoft Office, Zoom
- Ability to manage conflict, work under pressure, and always be solutions oriented
- The ability and willingness to work long hours and weekends
- Access to a vehicle
- Applicant must be highly organized and have the ability to multitask in a fast-paced campaign environment
- Customer service oriented; great phone presence a must
- Ability to maintain calm and positive demeanor under pressure
- Ability to navigate many different types of personalities
- A detail-oriented team player
- Basic accounting skills a plus
- Commitment to Democratic principles; with previous campaign/political experience a plus
- Be resourceful and able to solve problems on one's own

Logistics:

- Must have the ability to travel extensively at times throughout the state for more than a day at a time
- Must be able to travel often for several days at a time
- Office hours are 8:00 – 5:00, Monday through Friday, however, evening and weekend hours may be needed regularly

Compensation:

- The Mississippi Democratic Party offers a competitive salary and benefit package with the opportunity for growth. Salary is based on experience.
- PTO available as approved by the Executive Director

Interested applicants should submit a cover letter and resume to info@mississippidemocrats.org with the subject line "Administrative Assistant." While the application deadline is December 15th, 2022, we will be considering applications on a rolling basis, so those interested should submit their application as soon as possible.

The Mississippi Democratic Party is an equal opportunity employer that does not discriminate against any applicant for employment on the basis of race, sex, sexual orientation, gender identity, religion, national origin, age, or disability. We are committed to maintaining a diverse and inclusive organization and strongly encourage candidates with diverse backgrounds and identities to apply.