



## **Political Specialist Job Description**

Oregon Right to Life's Political Specialist directs the investment of resources entrusted to us by the pro-life advocates of Oregon to identify, train, and elect pro-life candidates so that when elected they can pass and implement laws and policies that protect human life from fertilization to natural death.

### **Additional responsibilities**

#### Projects

- Develop and implement the strategy and plan for candidate recruitment, candidate identification & endorsements, grassroots outreach, candidate support and voter guides
- Provide support for lobbying efforts
- Coordinate PAC communications efforts in conjunction with the communications team
- Produce the political page of Life in Oregon
- Oversee enhancement and protection of PAC data with up-to-date tools and voter identification projects
- Stay up-to-date on current pro-life and political news locally and nationally
- Build a bench of talent by bringing in quality pro-life interns and providing opportunities for them to learn
- Meet regularly with key stakeholders in Oregon politics including consultants, donors, candidates, legislators and staff
- Develop coalition of individuals and groups willing to work with ORTL to elect pro-life candidates in Oregon
- Participate and assist in ORTL events: March for Life, Together We Advocate, Launch, ORTLEF Auction

#### Financial

- Assist executive director in the development of the yearly PAC budget
- Work with executive director on PAC fundraising
- Assist executive director and accounting manager in authorizing PAC expenses and maintaining election law compliance

#### Operations

- Provide reports to the ORTL Board of Directors on PAC activities
- Maintain relationships with key stakeholders including officeholders, candidates
- Maintain up-to-date research on legislative districts and other important political information
- Meet and report to the ORTL PAC Board at regularly scheduled meetings

- Maintain and develop vendor relationships
- Develop and maintain non-ORTL specific entities that are used for ORTL purposes, including Women's Leadership Coalition and Seniors for Health Care Choices.

**Desired qualifications**

- Demonstrated skill in project management and executive decision making
- Experience in campaign management or coordination
- Must be able to work under pressure and meet deadlines
- Self-directed and able to work with limited supervision.
- Excellent verbal and written communication skills
- Excellent computer skills including experience in Google Suite of products, database programs, and other online platforms or vendors.
- Commitment to goals of ORTL
- Ability to work with a variety of people
- Bachelor's Degree Preferred

**Opportunity**

You may be a great candidate who doesn't cover everything described above. If you are interested in this position, please apply and tell us about why you're the best fit.

ORTL is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, national origin, marital status, sexual orientation, religious affiliation, disability or any other classification considered discriminatory under applicable law.

**Compensation and Benefits**

Job Type: Full-time

Pay: \$34,000.00 - \$42,000.00 per year

**Applications due** No current deadline for application

**Rolling interviews**

**Rolling start date**