



Administrative Assistant

Job Description

Position Summary: The Administrative Assistant provides support to LPTexas Staff by coordinating/scheduling interviews, drafting and distributing interview/meeting notes, responding to LPTexas phone calls and emails and assisting with other ad hoc administrative tasks as needed.

Reports to: Operations Director

Time Expectation: 5 Hours per week

Responsibilities:

- Support the Affiliate Coordinator in administrative including, but not limited to:
 - Schedule phone calls between County Chair applicants, Affiliate Coordinator, and interview panelists by contacting both parties and emailing calendar invites
 - Verify eligibility of County Chair applicants by confirming current voter registration in applicable county and (where applicable) checking that applicant did not vote in primaries
 - Create a consolidated application notes document for each County Chair applicant, containing notes on county background, eligibility verification, donor history, CiviCRM records, notes on social media activity, and notes from all interviews / calls held with the applicant
 - Assist with organizing working documents on Google Drive and records on Egnyte, including publishing new version of guides
 - Maintain Master County List records of current CEC members and list of county affiliates' online presences
 - As needed, assist with drafting email notifications for distribution by the Affiliate Coordinator
 - If needed, create a monthly list of upcoming events organized by county affiliates.
- Support all Directors in the coordination of Staff interviews and collection of interview notes
- Monitor MightyCall for voicemails and provide timely responses when appropriate
- Monitor emails sent to LPTexas and provide timely responses when appropriate
- Schedule meetings, trainings and webinars as needed
 - Coordinate with Communications Department to promote these events to Party members, where applicable