



Field Representative

Reports to: Field and Political Director
Works with: CRP staff, outside counsel and consultants
Location: varies, throughout California
Job Status: Full time
Exempt
Temporary

About the California Republican Party

The California Republican Party (CRP) is the official organization of the ballot qualified Republican Party, and exercises general direction over the statewide election campaigns for Republican nominees for state elective office. The CRP's members are the registered Republican voters in California.

Overview of Responsibilities

The Field Representative will report to the Field and Political Director as they build relationships in assigned regions and advance the Republican agenda.

Essential Duties

- Recruit volunteers to build a precinct organization in the assigned region.
- Regularly communicate with volunteers about CRP activities, events, and campaign activities for their involvement.
- Train volunteers on voter contact programs, such as door knocking and phone banking.
- Maintain volunteer records for the assigned region.
- Work with county parties to build the volunteer program and connect volunteers with the county parties during non-election periods.
- Build a digital response team so that volunteers can spread CRP messages via Twitter, Facebook, and other social media platforms.
- Recruit interns and college volunteers to help build the program in the assigned region.
- Work with federal, state and local candidates as well as initiative campaigns to ensure Republican victories in the assigned region.
- Attend events, including at Republican auxiliary groups, in the assigned region to talk about CRP activities as well as to recruit volunteers for the program.
- Oversee a CRP field office for volunteers to work out of as well as to organize campaign activities.
- Other duties as assigned.

Preferred Capabilities

- Past experience with data management
- Strong oral and written communication skills, including quantitative analysis, spreadsheets, and databases
- Highly collaborative and perceptive, and shows prudent analysis in problem solving
- Ability to work independently and take direction; organizational skills to manage multiple projects, ability to work on tight and changing deadlines, and manage workload amongst various priorities and work projects
- Strong interpersonal skills, ability to report to various supervisors
- Detail-oriented
- Ability to maintain confidentiality of work
- Self-directed, ability to work with a remote supervisor
- Work is conducted in an office environment; job requires ability to work with office equipment, files, lift boxes and materials of up to 25 pounds