

Democrats Abroad Berlin Chapter Election 2021

Descriptions of Open Positions for 2021-2023

Chapter Chair

- Vision for chapter growth & development
- Managing local leadership team
- Liaison to national country committee (DAG)
- Liaise with local (American) organizations
- Represent chapter to public and members
- Responsible for precincts
 - Finding & training precinct captains
 - Coordinating with precinct
- Respond to member inquiries
- Project management/deadlines
- Manage interns
- Organize and facilitate meetings
- Fundraising
- Perform either Secretary or Treasurer function

Vice Chair

- Represent the chapter and perform chair duties as needed
- Perform either Secretary or Treasurer function

Communications and Press Officer

- Communications
 - Create events on Nationbuilder/website
 - Create events on Facebook
 - Send regular email newsletters to membership (event info)
- Social media
 - Post relevant political news to Twitter & Facebook
 - Post chapter news and updates
 - Respond to inquiries on Facebook
- Press
 - Maintain list of & relationships with media contacts
 - Maintain list of press coverage
 - Write and distribute press releases
 - Coordinate with national/international press officers
 - Train local members in talking points and press

Membership and Volunteer Coordinator

- First contact to new members
- Maintain list of active volunteers
- Communicate volunteer opportunities to members
- Develop new volunteer opportunities
- Match tasks to volunteers

GOTV Coordinator

- Coordinate phone banking
- Organize voter registration events
- Prepare materials for voter registration
- Local resource on voter registration details
- Train voter registration volunteers
- Support fundraising efforts in non-election years