



California Democratic Party
11/02/2021

Information & Technology Manager

Department: Operations

Location: Sacramento

Position Summary: The California Democratic Party's Information & Technology Manager is an information and technology professional who assists in all aspects of the Party's operations efforts. Reporting to the Operations Director, the position works collaboratively across departments and helps implement the Party's goals for excellence.

Responsibilities:

- Support all organizational hardware and software technology needs – including managing inventory of laptops, printers, etc.
- Work with Communications Director and external consulting teams; help with webmaster duties and security issues related to the website.
- Coordinate email accounts and website security for staff, party leaders and volunteers.
- Advise in the development of organizational technology-related policies for Party special events, conventions and projects.
- Help manage all technological logistics for conventions, executive board meetings and special events - including credentialing and registration for virtual and in person meetings.
- Work collaboratively with Communications, Training, Compliance and Executive team leaders.
- Participate in and help schedule weekly staff meetings.
- Assist in special projects with Chair and Executive Director as needed.

Qualities and Qualifications:

- Minimum of one to three years of experience in public affairs, information & technology, communications, and other tech related industries.
- Working knowledge and understanding of California's political, legislative and public affairs environment.
- Strong writing skills and ability to generate and/or significantly contribute to projects.
- Ability to manage multiple projects and assignments while working effectively with senior management and administrative staff.
- Ability to think critically and strategically.
- Ability to work effectively and in collaboration with staff, senior management, delegates and others in a respectful and professional manner.

Apply:

Salary is competitive and commensurate with experience. Position will include medical, dental and vision insurance benefits at no cost to the Information & Technology Manager.

Application Instructions: Please email your resume and three professional references to operations@cadem.org with "Information & Technology Manager" in the subject line. Direct any questions regarding benefits to: amy@cadem.org Applications accepted through November 30, 2021.

The CDP is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, sex, age, gender, gender identity, gender expression, pregnancy, perceived pregnancy, sexual orientation, marital status, religion, religious creed, national origin, ancestry, medical condition, mental or physical disability, genetic information, military or veteran status, domestic violence victim status, denial of family and medical care leave, or any other protected status.