



Maine Democratic Party Research Tracker

Summary:

The Maine Democratic Party tracker will be responsible for filming and reporting on in person and remote Republican candidate events and media appearances. They will share details of tracking opportunities on Republican candidates, audio and/or video record events, prepare transcripts on event remarks, and promptly upload audio and/or video to online databases, as well as other research tasks when needed.

Responsibilities Include:

- Monitoring news clips, blogs, state and county websites, campaign activist websites and other sources in order to find and maintain schedule of tracking opportunities
- Confirming event details, candidate attendance, and getting technology ready for events
- Filming or audio recording each public event
- Preparing memos and uploading footage the same day as the event
- Researching and filming other politically relevant events
- Recruiting volunteers to assist with tracking and training and managing tracking volunteers

Requirements

- Initiative to work independently and follow through on all projects
- Excellent time management, planning, troubleshooting and communication skills
- Ability to perform duties under pressure and when handling confrontation
- Flexibility to travel at short notice and availability during evening and weekend hours
- Excellent writing skills and highly detail oriented
- A valid driver's license and reliable access to a car, with required insurance, to get to and from events likely to be at locations as to which there is not available mass public transportation and/or ride share services.
- Familiarity with video editing a plus

Applications will be accepted on a rolling basis. Salary is dependent on experience and is in the \$4,500/month range. This is a full-time position that offers a generous benefits package.



This position is based in Maine with some in-office work required at MDP's headquarters in Augusta. This position is a part of the Maine Democratic Party employees' bargaining unit, represented by the International Brotherhood of Electrical Workers Local #1837.

To apply, please submit your resume and cover letter via [this google form](#).

The Maine Democratic Party is an equal opportunity employer and it is our policy and our core value to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis.