

Job Description
Project Manager: Say Something Campaign

The SAY SOMETHING campaign is designed for the direct outreach and mobilization of voters of color in Harris County. Casting a positive light on Hip Hop culture, we are able to put forth new and young leaders from urban communities – giving them a space to sit at the table, have their voices heard, and ultimately make positive change through the democratic process. The campaign is designed to encourage participation in the voting process and mobilize a record number of voters. We are searching for a dynamic project manager that can work collaboratively with our team and client to insure the success of this campaign.

The Project Manager must be able to do the following task in their job function:

- The project manager must manage the rest of the campaign team.
- Must oversee all aspects of the research, drafting and implementation of the Say Something campaign plan.
- Work collaboratively with consulting team to define roles and negotiate contracts with all vendors, consultants, and staff.
- Work collaboratively with consulting team to hire and manage campaign staff.
- Manage all voter contact and get-out-the-vote activities.
- Work collaboratively to oversee the development of all paid media production, distribution and broadcast (TV, radio, and direct mail). Manage aggressive free media campaign.
- Help to manage asset disbursement and data management throughout the campaign.
- Insure all campaign deadlines and accountability measures are met.

Qualifications/Requirements:

- Bachelor's Degree in Political Science, Communications, Public Relations or Marketing.
- The ideal candidate should have at least 3 years of political organizing/campaign management experience or marketing/communication campaign experience, including experience with a campaign where volunteer-executed voter identification played a central role in the campaign.
- They must have a proven track record in coalition building, grass roots or field campaign organizing, financial oversight, and public speaking.
- They must have experience in coordinating media purchase, production, and media relations.
- Have a cultural competency of the population the campaign is meant to target.
- Be a team player
- Have reliable transportation
- Be available to work evenings and weekends
- They must have demonstrated ability to work with diverse communities, serve as a team leader, and maintain a sense of humor.

Interested Candidates should send a cover letter and resume to info@elitechange.com with the subject line "Say Something Project Manager." Please no calls.