

**Voter Contact Specialist :**

MO Political Consulting LLC is looking to hire for the 2018 political cycle. Be an integral part of the political process working for progressive candidates across the state of Missouri. VC Specialist will work in office setting providing assistance in one or all of the following fundraising, direct voter contact and event planning. Responsibilities will vary according to the needs of our current clients. Pay is \$15 an hour. Weekend availability is a must as well as reliable transportation.

For more information about us visit www.mopoliticalconsulting.com.

Additional Knowledge & Skills:

- An interest in politics or gaining campaign experience; previous campaign experience preferred but not required
- Working knowledge of Google Drive, Microsoft Word & Excel , spreadsheets, and PowerPoint
- Organized and quick learner
- Integrity within a professional environment Excellent verbal and written communication and interpersonal skills
- Ability to multitask independently and demonstrate sound judgment
- Strong attention to detail and timing as well as excellence in execution
- Proven organizational, research and analytical skills
- Ability to work and contribute in a highly collaborative, team environment
- Understanding of political and legislative processes
- Ability to reflect and demonstrate integrity, customer-centered, accountability, respect and excellence

Contact:

All interested applicants please forward your cover letter and resume to Rosetta Okohson at rosetta@mopoliticalconsulting.com to set up a time to interview.