

Regional Call Time Managers

Locations:

- Allegheny County
 - This position is based in Allegheny County. You must live in/near or be willing to move to Allegheny County.
- Bucks County
 - This position is based in Bucks County. You must live in/near or be willing to move to Bucks County.
- Chester or Delaware County
 - This position is based in Delaware or Chester County. You must live in/near or be willing to move to Delaware or Chester County.
- Central
 - This position is based in or around Harrisburg. You must live in/near or be willing to move to Harrisburg.
- Erie PA
 - This position is based in Erie. You must live in/near or be willing to move to or around Erie.
- Northeast PA
 - This position is based in or around Wilkes-Barre or Bethlehem. You must live in/near or be willing to move to or around Wilkes-Barre or Bethlehem.
- Western PA
 - This position is based in Johnstown. You must live in/near or be willing to move to or around Johnstown.

Salary: \$4,500/mo plus benefits including a platinum level healthcare package with dental and vision. The HDCC has a comprehensive employee handbook which covers vacation time, sick time and other employee benefits, as well as the HDCC Code of Conduct.

How to Apply: Applications will be accepted on a rolling basis. Please send your resume to our [resume bank](#) and check Call Time Manager and any preferred regions.

Call Time Manager Directors will share the following commitment and values:

- Commitment to maintaining a Democratic Majority in the PA State House;
- Ability to exercise discretion and independent judgment;
- Ability to work effectively and tactfully with the public;
- Excellent oral and written communication skills.

Responsibilities Include:

- Researching donors for prospective campaigns
- Rolodexing and expanding candidates for personal call time
- Managing candidate call time and thank you note and follow up program
- Additional duties as assigned

Qualifications:

- Familiarity with NGP and ActBlue
- Strong organizational and communication skills
- Experience working with candidates

PA HDCC is an equal opportunity employer and committed to providing employees with a work environment free from discrimination and harassment. The PA HDCC is committed to including groups historically underrepresented due to race/ethnicity, religion, age, gender identity, sexual orientation, veteran status, and/or ability. We strongly encourage members of underrepresented and marginalized communities to apply.