



## **Office Administrator, Kansas Democratic Party**

### **Why Kansas**

With the Governor, US Senate, Attorney General, all other statewide offices, all State House seats, and all U.S. House seats on the ballot, the 2025-2026 election cycle in Kansas will be one of the busiest and most important in the country. The Kansas Democratic Party (KDP) is focused on continuing to build sustaining infrastructure that will defend and elect Democrats across the state over the next two years and beyond.

### **About the Position**

The Administrative Assistant is responsible for executing the various scheduling, office, and small operations needs of the Kansas Democratic Party. This position works closely with the Party Chair, Executive Director, and other staff as needed.

This is a full-time position based in Topeka. Salary is \$33,000 - \$42,000 annually. Benefits include health, dental, and vision insurance, paid time off, and \$50 monthly tech stipend. This position is part of the collective bargaining unit.

### **Primary Responsibilities**

- Receive external and internal scheduling requests of KDP Chair, find more information, and coordinate with Executive Director and Chair to RSVP appropriately
- Manage and oversee KDP info email account and phone, including executing proper follow up or delegation to appropriate staff
- Manage up to 2 other email accounts and calendars
- Maintain staff records and work with compliance consultant on different needs
- Execute other office tasks and non-political tasks, including serving as a point of contact
- On occasion and as needed, staff events

### **Qualifications and Skills**

- Committed to details and results
- Excellent customer service, communication, and organizational skills
- Good time management and multitasking skills

- Able to take and implement feedback
- Positive attitude
- High level of personal and professional integrity
- Valid Driver's License and access to reliable transportation
- Prior Kansas experience and or working knowledge of Kansas politics is a plus
- Must live in or relocate to Kansas upon hire

### **Application Instructions**

Interested applicants should email a resume, a short description of why they are interested in the role and why they would be a good fit, and two professional references in a single PDF document to [Andriy@kansasdems.org](mailto:Andriy@kansasdems.org). Interviews will occur on a rolling basis.

*The Kansas Democratic Party is committed to attracting and retaining a diverse workforce and is an equal opportunity employer that does not discriminate on the basis of race, color, religion, sex, creed, sexual orientation, gender identity or expression, pregnancy, national or ethnic origin, disability, age, marital, veteran or economic status, or any other legally protected basis. The Kansas Democratic Party is committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law. Please contact us for any accommodations needed in the hiring process.*

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