

Indiana's largest business advocacy organization, the Indiana Chamber, has an immediate opening for a full time individual to manage and coordinate a web-based grass roots business advocacy effort.

The Indiana Prosperity Project is a nonpartisan, nonprofit collaborative effort of the business community to provide helpful and accurate information for our employees about business issues, candidates, and elections. Our goal is to shape a better, more prosperous Indiana through increased voter registration, election participation and issue education among the Hoosier workforce. The Indiana Chamber and the Indiana Manufacturer's Association are the Indiana Co-Deployment partners of Indiana Prosperity Project.

Job Summary:

The P2 Coordinator is responsible for managing and coordinating a web-based grassroots business advocacy effort. They will help shape a better, more prosperous Indiana through increased voter registration, election participation and issue education among the Hoosier workforce.

Essential Duties and Responsibilities (% of estimated time/frequency):

- Maintain P2 website, which includes but is not limited to, updating elected legislator bios, posting articles, posting newsletter, etc. (50-100%)
- Hold regular meetings with CEO's of state companies and local chambers to sell the P2 project. (50-100%)
- Manage database of candidates for the Indiana General Assembly, statewide offices and Congress. (50%)
- Assist in production of GOTV materials. (25%)
- Participate in regularly scheduled BIPAC conference calls for P2. (25% of time is whenever they are scheduled)
- Encourage voter turnout by various means, i.e. attend voter registration rallies, post articles re: the importance of voting, etc. (50%)

Job Requirements:

- College degree.
- 1-3 years of work experience and be willing to travel up to 50% of the time.
- Excellent written, oral and interpersonal communication skills.
- Strong research skills and have past experience in navigating websites for research and website maintenance.
- Past sales experience preferred but not required.
- Shows keen interest in campaigning and public policy.
- Knowledgeable about state and federal business issues as well as the political environment in Indiana.
- Highly organized, ability to manage multiple priorities simultaneously, use independent judgment and work outside the office independently.
- High proficiency in use of office equipment.
- Proficiency in Microsoft Outlook, Word, Excel and PowerPoint.
- Work in a business/membership organization helpful.

Direct Reports:

Incumbent has no direct report and therefore has no supervisory responsibilities.

Personal Work Relationships:

Candidate should have the ability to work well with others and within a team, both externally and internally. Position requires candidate to work with all other aspects of the Indiana Chamber, industry association leadership, legislators, other Government officials, etc.

Physical Effort:

Office environment, standing, sitting, walking, lifting between 10-25 lbs., speaking, hearing and manual dexterity.

**Salary will be discussed during interview process.*