



Driver/Aide

Location: Wilmington, DE

McBride for Delaware seeks a Driver/Aide to support the candidate in the day-to-day operations of the campaign. The Driver/Aide will work across departments to staff the candidate during all events. When the candidate does not require staffing, the assistant will be embedded within the communications department, helping to amplify the campaign's message online by planning and producing content. This position reports to the Campaign Manager.

Job Duties:

- Staffing the Candidate (70%)
 - The campaign assistant will organize and manage the candidate's travel arrangements across the state while staffing all external meetings and events on the calendar.
 - Organize prep materials for the candidate's engagements.
 - Closely review the candidate's schedule, planning transportation needs and anticipating complications, iterating systems to bolster the campaign's operations.
 - Ensure the candidate remains on schedule throughout the day.
 - Report any relevant information to departments across the campaign for follow-up.
 - Other duties as assigned. As campaigns are necessarily dynamic organizations, duties may shift, perhaps even significantly.
- Supporting Communications Department (30%)
 - When not staffing the candidate, the campaign assistant will assist the communications department with:
 - Monitoring and managing campaign email inboxes, responding to general inquiries and triaging incoming messages.
 - Assisting with content creation, including writing copy, pulling assets, and coordinating with designers or vendors.
 - Supporting day-to-day social media operations, including content organization, posting, and basic community management.



- Tracking digital performance metrics (email, social, SMS) and compiling reports to inform strategy.
- Supporting website updates and digital content management as needed.

Qualifications:

- Access to a cell phone, laptop, valid driver's license, and car.
- Social media experience preferred.
- Exemplary time management skills, comfortable in a fast-paced, continuously evolving environment with multiple tasks and competing deadlines.
- Calm in challenging situations.
- Able to communicate information essential to performance directly and forthrightly.
- Experience working in NGP and proficiency in excel and Google Sheets is preferred.

Compensation: \$3,800/m - \$4,200/m commensurate with experience. Compensation includes comprehensive health care coverage (including vision and dental).

We recognize that women, people of color, and other marginalized groups are less likely to apply for a position if they don't fit every criteria. If you think you'd be a good fit for this position, please apply anyway. We'd love to hear from you.

To apply, please send your resume with the subject line "Driver/Aide" to connor@sarahmcbride.com. Applications will be reviewed on a rolling basis until filled. Start date ASAP.

McBride for Delaware, Inc is an inclusive, welcoming, and diverse campaign. We are an equal opportunity employer committed to understanding and creating a culture that allows us to better serve our employees, and the communities we work with. All qualified applicants will receive consideration without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state, or federal law. This policy applies with regard to all aspects of one's employment and fellowship, including hiring, transfer, promotion, compensation, eligibility for benefits, and termination.