



Events & Outreach Manager

The Maine Democratic Party (MDP) is looking for an Events & Outreach Manager to support the Coordinated Campaign's organizing and events programs through the 2026 election. This person will help manage volunteer-led and principal-attended events, coordinate across departments, and support key outreach and mobilization efforts as Election Day approaches.

About the Role

The Events & Outreach Manager will manage the day-to-day execution of the Coordinated Campaign's house party program, including prospect outreach, host management, event creation, staffing, and logistics. They will also support major campaign events such as office openings, canvass launches, phonebanks, and other events attended by candidates and principals.

Key Responsibilities

- Manage the house party program from prospect outreach through event execution, including host recruitment and management, event builds, staffing, materials, and logistics.
- Coordinate with Data, Operations, Organizing and other departments to ensure events are appropriately supported.
- Plan and execute office openings, principal-attended canvasses and phonebanks, and other major organizing events.
- Support key mobilization, outreach, and principal-led events during the Get Out the Vote period.
- Draft and distribute briefing memos and other materials for events.
- Recruit, manage, and communicate with volunteers supporting events and outreach efforts.
- Assist the Organizing Team with additional projects and priorities as needed.

Qualifications

- Strong organizational skills and ability to manage multiple projects and deadlines at once.
- Excellent communication and relationship-building skills, particularly with volunteers and community members.
- Comfortable working in a fast-paced, constantly changing campaign environment.



- Strong attention to detail and ability to independently manage event logistics from start to finish.
- Willingness to work nights and weekends and travel for events as needed.
- Commitment to Democratic values and electing Democrats up and down the ballot in 2026.

Additional Information

This is a part-time, temporary hourly position through mid-November paid at \$24.76/hour, with the opportunity to transition to full-time. This position is part of the Maine Democratic Party's Coordinated Campaign bargaining unit, represented by the International Brotherhood of Electrical Workers Local #1837.

This position is based in Portland, Maine through November 2026, with regular in-person work required at MDP's Portland HQ. Additional in-person meetings and event-based work across the state are required as needed. This position will routinely be expected to work nights and weekends.

The Maine Democratic Party is an equal opportunity employer, and it is our policy and our core value to recruit, hire, train, promote, and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity, physical disability, or any other status protected by law.

How to Apply

Submit your resume [here](#) to apply.