



Lehigh County Democratic Chair

Job Description

The County Democratic Chair serves as the chief leader, spokesperson, and organizational manager of the county Democratic committee. The Chair is responsible for building a strong local party organization, supporting Democratic candidates, coordinating voter outreach and election efforts, and advancing Democratic values throughout the county. The County Democratic Chair shall uphold and support the principles, rules, and mission of the Democratic National Committee, the Pennsylvania Democratic Party, and the Lehigh County Democratic Committee, while working to advance Democratic values and elect Democratic candidates at all levels.

Key Responsibilities

Leadership & Administration

- * Lead and manage the county Democratic committee and executive board.
- * Preside over committee meetings, executive sessions, and party events.
- * Ensure compliance with party bylaws, election laws, and campaign finance regulations.
- * Develop strategic goals and organizational priorities for the committee.
- * Recruit, support, and retain committee members and volunteers.

Candidate & Campaign Support

- * Recruit and support qualified Democratic candidates for local, county, state, and federal offices.
- * Coordinate campaign resources, volunteer efforts, and voter outreach activities.
- * Work collaboratively with endorsed candidates and campaign teams.
- * Help organize candidate forums, trainings, and campaign events.

Voter Engagement & Organizing

- * Oversee voter registration, voter protection, and Get-Out-The-Vote (GOTV) efforts.
- * Build relationships with community organizations, labor groups, advocacy organizations, and local leaders.
- * Expand Democratic engagement across diverse communities throughout the county.
- * Encourage grassroots participation and volunteer involvement.

Communications & Public Relations

- * Serve as the public spokesperson for the county Democratic committee.
- * Communicate party positions, initiatives, and responses to current events.
- * Manage media relations, public statements, social media messaging, and community outreach.
- * Promote a positive and inclusive image of the Democratic Party.

Fundraising & Financial Oversight

- * Lead fundraising efforts to support party operations and Democratic candidates.
- * Work with the treasurer to oversee budgets, expenditures, and financial reporting.
- * Organize fundraising events and donor outreach programs.
- * Ensure transparency and accountability in financial matters.

Coordination & Partnerships

- * Collaborate with state and local Democratic organizations.
- * Coordinate election operations with campaigns, clubs, and allied organizations.
- * Maintain relationships with elected officials and community stakeholders.
- * Support training and development opportunities for committee members and volunteers.

Qualifications

- * Strong leadership, communication, and organizational skills.
- * Commitment to Democratic values and grassroots engagement.
- * Experience in political organizing, campaigns, fundraising, or public service preferred.
- * Ability to manage volunteers, build coalitions, and work collaboratively.
- * Knowledge of local election processes and party structure is beneficial.

Time Commitment

This position requires significant evening and weekend availability, particularly during election cycles. The role often includes attending community events, meetings, campaign activities, and party functions. (40-50 hours a week)

Goal of the Position

To build a strong, inclusive, and effective Democratic organization that elects Democratic candidates, engages voters, and strengthens civic participation throughout the county.