

Lehigh County Democratic 1st Vice and 2nd Vice Chair

Job Description

The Vice Chair acts on behalf of the Chair when delegated and may assume the duties of the Chair in their absence or inability to serve, as provided by the Pennsylvania Democratic Party and Lehigh County Democratic Committee bylaws. Must be a registered Democrat in the Commonwealth of Pennsylvania and demonstrated commitment to Democratic values and voter engagement.

Key Responsibilities

Leadership & Administration

- Assist the Chair in overseeing the day-to-day operations of the County Democratic Committee.
- Support implementation of strategic goals, plans, and initiatives adopted by the committee.
- Preside over meetings in the absence of the Chair.
- Help maintain an inclusive, respectful, and collaborative organizational culture.
- Assist with committee governance and compliance with party bylaws and Pennsylvania election laws.

Party Building & Volunteer Engagement

- Recruit, organize, and support committee members, volunteers, and grassroots activists.
- Help coordinate volunteer activities, canvassing efforts, phone banks, voter registration drives, and community outreach.
- Encourage participation from diverse communities and new volunteers throughout the county.
- Support training and leadership development opportunities for committee members and volunteers.

Candidate & Campaign Support

- Assist Democratic candidates and campaigns with organizing, messaging, volunteer coordination, and outreach efforts.
- Help identify and recruit qualified Democratic candidates for local and county offices.
- Foster strong relationships with elected officials, campaigns, Democratic clubs, and allied organizations.

Communications & Public Relations

- Represent the committee at community events, party functions, and public meetings as requested.
- Assist with public messaging, social media engagement, and communication with committee members and the public.
- Help promote Democratic values, candidates, and initiatives throughout the county.

Fundraising & Events

- Assist with planning fundraising events, donor outreach, and party functions.
- Support financial sustainability efforts and grassroots fundraising initiatives.
- Help coordinate party events, endorsements meetings, and election-related activities.

Qualifications

- Registered Democrat in the Commonwealth of Pennsylvania.
- Demonstrated commitment to Democratic values and voter engagement.
- Strong leadership, communication, and organizational skills.
- Ability to work collaboratively with volunteers, elected officials, candidates, and community stakeholders.
- Experience in political campaigns, community organizing, fundraising, communications, or nonprofit leadership preferred.
- Knowledge of Pennsylvania election processes, state law, DNC and State Party Bylaws and local party structure is essential.

Term & Accountability

- The Vice Chair is elected in accordance with the County Democratic Committee bylaws and applicable Pennsylvania Democratic Party rules. 4 year term.
- The Vice Chair is accountable to the County Democratic Committee and Executive Board.

LEHIGH COUNTY DEMS

Lehigh County Democratic Committee

- Duties may be expanded or modified by the Chair, Executive Board, or bylaws of the organization.

Time Commitment

This is a volunteer leadership position that may require evenings, weekends, attendance at meetings and events 10 hours a week and increased activity during election cycles 20-30 hours a week.