



Operations Intern – Idaho Democratic Party

Position Overview

The Idaho Democratic Party is seeking a motivated, detail-oriented, and reliable **Operations Intern** to support the day-to-day functions of the organization.

The Operations Intern will assist with internal administrative systems and logistics while contributing to projects that support candidate development, training programs, and broader political engagement efforts. This position is ideal for individuals interested in gaining hands-on experience in political operations, party infrastructure, and organizational management.

Interns in this program develop experience and connections that can support future paths in:

- Political and campaign employment
- Running for public office
- Issue-based advocacy and organizing

This is a paid internship that reports to the Operations Director and works closely with other members of the Idaho Democratic Party staff.

Roles and Responsibilities

The Operations Intern will support internal operations and organizational programs across several areas, including:

- Assisting the Operations Director with scheduling, internal documentation, inventory tracking, and database maintenance
- Supporting preparation and logistics for Idaho Democratic Party events, trainings, and meetings, including candidate development sessions and volunteer workshops
- Helping develop and organize digital and physical materials such as toolkits, guides, onboarding packets, and compliance resources
- Assisting with communications and follow-up tasks related to local party activities and political partnerships

- Participating in special projects such as research on elected offices, political engagement opportunities, or internal process improvements
- Providing in-person staffing support for occasional evening or weekend events
- Participating in one scheduled evening shift per week providing virtual support for Idaho Democratic Party phonebanking programs
- Maintaining professionalism and confidentiality when handling sensitive organizational information

Qualifications

We are seeking candidates who are enthusiastic about public service and eager to gain experience in Democratic politics.

Preferred qualifications include:

- Passion for Democratic values and the mission of the Idaho Democratic Party
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Comfort using Google Workspace tools (Docs, Sheets, Calendar, and Drive)
- Ability to manage time effectively and balance multiple priorities
- Willingness to learn, ask questions, and take initiative
- Experience in a political, administrative, organizing, or volunteer environment is a plus, but not required.

Compensation and Schedule

- Hourly Pay: \$15–\$17 per hour
- Schedule: Part-time, approximately 15–20 hours per week
- Term: 12 weeks with option to extend upon passed performance review

To Apply

Please email your resume and cover letter to **Idaho Democratic Party Operations Director Brook Kelley** at brook@idahodems.org.

The Idaho Democratic Party is committed to building a workplace that values diversity, equity, and inclusion. We believe that a diverse workforce strengthens our organization and enhances our ability to serve Idaho communities. We strongly encourage candidates of color, women, LGBTQ+ individuals, people with disabilities, and people with nontraditional backgrounds to apply.