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**Divisional Org Structure**

The Libertarian Party of [state] operates through the Divisions listed below. Please visit each Division page for more information about each Division, view the leadership roles and see how you can get involved!

**Political Division**

The Political Division is responsible for recruiting and training Libertarian candidates for public office. This includes working with volunteers and maintaining a list of all elected and appointed offices. The Political Division provides support to candidates such as assistance with filing the proper paperwork and assisting campaign strategy. The Political Division will support the Libertarian Party Presidential nominees.

Visit the [Political Division](https://www.lpmn.org/divisions/political/) page for more information.

**Communications Division**

The Communications Division is responsible for communicating the policies, positions, and opinions of the Libertarian Party to the public at large. This responsibility includes maintaining the content of our web site at www.lpmn.org, establishing and maintaining our social media presence, managing relationships with all media and press and communicating with the party members.

Visit the [Communications Division](https://www.lpmn.org/divisions/communications/) page for more information.

**IT Division**

The Informational Technology (IT) division is responsible for implementing all aspects of technology within the Libertarian Party.

Visit the [IT Division](https://www.lpmn.org/divisions/it/) page for more information.

**Outreach Division**

The Outreach Division is responsible for grassroots-level contact between the Libertarian Party and the public at large. These responsibilities include maintaining useful contacts and coordination with student organizations, recruiting key demographics into the party, building coalitions with like-minded groups, and coordinating outreach events.

Visit the [Outreach Division](https://www.lpmn.org/divisions/outreach/) page for more information.

**Field Development Division**

The Field Development Division is responsible for establishing, developing, and maintaining Congressional District-level affiliates(CD), which shall mirror and augment existing Libertarian Party of Divisions at the CD level. This includes training CD’s on best practices, and providing necessary logistical support. Additionally, they will assist in training and supporting CD affiliates on successful event planning techniques and strategies.

Visit the [Field Development Division](https://www.lpmn.org/divisions/field-development/) page for more information.

**Public Policy Division**

The Public Policy Influence & Advocacy (PPIA) Division is responsible for developing and maintaining interactions between the Libertarian Party and elected government officials, as well as tracking the results of interactions to help shape candidacy strategy. The PPIA Division is also responsible for ensuring that the Libertarian Party input is provided for key legislation and initiatives when and where possible.

Visit the [Public Policy Division](https://www.lpmn.org/divisions/public-policy/) page for more information.

**Administration Division**

The Administration Division shall be responsible for the day-to- day operations of the Libertarian Party of [state]. These operations shall include training and support, record keeping, maintaining policies and procedures, and legal support.

Visit the [Administration Division](https://www.lpmn.org/administration/) page for more information.

**Events Division**

The Events Division primary function is event planning and production for all Libertarian Party events including the State Convention. The Events Director will also work with other event organizers to negotiate sponsorship and joint events. Additionally, they will provide leadership, training, and mentoring to local parties.

Visit the [Events Division](https://www.lpmn.org/divisions/events/) page for more information.

**General Volunteering**

Sometimes thing just come up and we need help with random activities. Please let us know if you would be interested in helping in general. Fill out the form [here](https://www.lpmn.org/take-action/volunteer/).

**Political Division**

**Positions, Job Descriptions & Requirements**

The Political Division is responsible for recruiting and training Libertarian candidates for public office. This includes working with volunteers and maintaining a list of all elected and appointed offices. The Political Division provides support to candidates such as assistance with filing the proper paperwork and assisting campaign strategy. The Political Division will support the Libertarian Party Presidential nominees.

**Political Division general responsibilities:**

* **Candidates**. Recruiting Candidates to run for office and training Candidates to run successful and effective campaigns. They will maintain a database of all Libertarian Candidates.
* **Placing Volunteers.** Identifying and placing Libertarians who are interested in working on campaigns.
* **Database of Offices.** It is important that we know all offices available, when they are available and how to qualify or run for each office. The party will maintain a database of all elected offices and appointed offices on www.[state].org.
* **Situational Awareness.** Staying on top of media and current events and distributing that to Candidates so we are in the know and can react appropriately.

**Political Director**

**Description:** This position has two primary roles: (1) to identify and train candidates to run for office (2) work with the Communications Division to draft messaging and communications each election cycle.

**Principle Accountabilities:**

1. Responsible for establishing and populating all necessary committees as well as recruit and appoint all leaders within the Political Division.
2. Mentor and lead all other members of the Political Division.
3. Develop, implement, and evaluate an annual Candidate recruitment plan.
4. Recruit and train Candidates to run for office as a Libertarian.
5. Maintain and publish a database of all appointed and elected offices.
6. Oversee the drafting and publishing of the Political Division field manual.

**Qualifications**

* Highly collaborative attitude.
* Ability to recruit Candidates and team members.
* Excellent writing/editing and verbal communication skills
* Previous management/leadership experience, preferably running a multifaceted team of specialized individuals.
* Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
* Self-starter, able to work independently, and entrepreneurial.

**Assistant Political Director**

**Job Description:** Responsible for assisting the Political Director in all aspects of the position.

**Communications Division**

The Communications Division is responsible for communicating the policies, positions, and opinions of the Libertarian Party of [state] to the public at large. This responsibility includes maintaining the content of our web site, establishing and maintaining our social media presence, managing relationships with all media and press and communicating with the party members.

**Communications Division general responsibilities:**

* **Public Relations.** The Communications Division is responsible for all aspects of the Libertarian Party's public relations including, but not limited to; messaging, media relations and membership communications.
* **Website Content, Blog & Newsletter.** Draft engaging language for all pages on the official website www.lpmn.org. The Communications Division manages the Blog and Newsletter.
* **Social Media Presence & Management.** The Communications Division is responsible for maintaining and building a strong social media presence. This also includes targeting new demographics with the intent to build our social media reach/following and increasing our audience.
* **Media & Press.** Maintain a database of all media outlets in [state] as well as key national media outlets.

**Positions, Job Descriptions & Requirements**

**Communications Director**

**Job Description:** The Communications Director manages and oversees the Communications Division. Responsible for planning, development and implementation of all of the marketing communications both external and internal. Oversees development and implementation of support materials and services in the area of communications. Directs the efforts of the marketing, communications and public relations and coordinates at the strategic and tactical levels with the other functions of the Organization.

**Principle Accountabilities:**

1. Responsible for establishing and populating all necessary committees as well as recruit and appoint all leaders within the Communications division.
2. Mentor and lead all other members of the Communications Division.
3. Develop, implement, and evaluate an annual communications plan.
4. Create and asses communications avenues to create momentum and awareness for measurable action.
5. Manage the content developed and disseminated through all print and electronic outlets including, but not limited to, newsletters, brochures, and the state party webpage and social media.
6. Ensure new and consistent information is disseminated through the Marketing and Outreach Divisions.
7. Maintain a database and relationships with media and press.
8. Manage all media contacts and outreach.

**Qualifications**

* Highly collaborative attitude.
* Excellent writing/editing and verbal communication skills.
* Previous experience in Public Relations.
* Previous management/leadership experience, preferably running a multifaceted team of specialized individuals.
* Formal Qualification in Communications, Public Relations, Marketing, or similar field.
* Experience using social media management tools.
* Experience with marketing plan generation and implementation.
* Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
* Self-starter, able to work independently, and entrepreneurial.

**Assistant Communications Director**

**Description:** Responsible for the assistance of the Communications Director in all aspects of the position. Assists with the direction and implementation of information dissemination to applicable departments within the organization including, but not limited to, Marketing, Outreach, and Volunteers.

**Principle Accountabilities:**

1. Assist the communications director.
2. Manage the daily operations of all social media outlets.
3. Focusing on the internal message throughout the Libertarian Party with application to distribution.

**Qualifications**

* Previous experience in Public Relations.
* Highly collaborative attitude.
* Good writing/editing skills.
* Ability to communicate effectively within the organization.
* Experience with social media posting.
* Ability to communicate effectively with other members of an organization.
* Self-starter, able to work independently, and entrepreneurial.

**Blog & Newsletter Editor**

**Job Description:** The Blog/Newsletter Editor is responsible for the maintenance and updating of the State Party’s blog and monthly newsletter. Will also oversee the electronic publishing and distribution of information and messaging.

**Principle Accountabilities**:

1. Writing engaging and dynamic content from the political spectrum for regular blog postings.
2. Work closely with the division directors for directed dissemination of party progress.
3. Coordinate the inclusion of dynamic multimedia content across the webpage.
4. Edit the blog to ensure consistency and accuracy in messaging.
5. Maintain events calendar within the blog and newsletter.

**Qualifications**

* Thorough knowledge of the fundamentals of grammar, syntax, style, and punctuation.
* Meticulous copyediting and proofreading skills.
* User-centered web content development and a strong understanding for usability and effective content organization.
* Experience creating regular high yield blog posts and membership communications.
* Strong communication skills with emphasis on diplomacy and relationship building skills with internal organization members.
* Flexibility with working both independently and collaboratively on multiple simultaneous projects with members of all other divisions.
* Formal Qualification in Journalism, Creative Writing, or related field.
* Experience in the fields of journalism, media outreach, or publications.

**Associate Editor(s)**

**Job Description:** Associate Editors support the Blog and Newsletter Editor. Associate Editor(s) are responsible for creating, reviewing, correcting, condensing, or adding content to written materials. In addition, Associate Editors communicate with the internal organization to release applicable news to members and the public.

**Principle Accountabilities:**

1. Assist the Blog/Newsletter Editor in generation and selection of content.
2. Associate Editors supports the Editor by researching stories and topics of interest and the ability to make editorial decisions in the absence of the Editor.
3. Assists in the gathering of information and creation of relevant articles and news for the Libertarian Party.

**Qualifications**

* Knowledge of the fundamentals of grammar, style, and punctuation.
* Experience writing engaging articles.
* A strong understanding for effective content organization.
* Flexibility with working both independently and collaboratively on multiple simultaneous projects with members of all other divisions.
* Experience in the fields of journalism, creative writing, media outreach, or publications.

**Social Media Director**

**Job Description:** The Social Media Director develops and executes the Libertarian Party social media strategy and recruits members for the Social Media Team.

**Principle Accountabilities:**

1. Serve as the primary advocate and driver of all social media initiatives and oversee the social media presence for the Party.
2. Design, implement and manage the Party’s social media marketing strategies, campaigns and contests.
3. Work closely with the Communications Division to distribute relevant Party news via blog, Facebook and other applicable social media accounts.
4. Monitor and participate in online conversations and engage potential members to build brand visibility and thought leadership.
5. Look for new opportunities in social media to further build Libertarian brand awareness and affinity.
6. Manage and recruit members for the Libertarian Party's Social Media Team.

**Qualifications**

* Deep understanding of social media strategies, trends and technologies, promote engagement within the Libertarian Party's social media communities, and take our social media initiatives to the next level.
* Passion for social media, including experience using Twitter, Google+ and Facebook in a professional or business setting as well as personal use.
* Results oriented attitude and ability to focus efforts in order to generate ROI from social media.
* Strong writing skills are required as you’ll be both engaging with our community and writing our social media posts.
* Strong understanding of Libertarian philosophy and positions.
* Proficient with graphics, layout, and illustrative design, not required, but helpful.
* Ability to work independently as well as a member of a team.

**Social Media Team**

**Job Description:** The Social Media Team executes the Libertarian Party social media strategy.

**Principle Accountabilities:**

1. Participate in social media initiatives for the Libertarian Party and build the social media presence.
2. Work on the Party’s social media marketing strategies, campaigns and contests.
3. Assist in building a strong social media following/audience.
4. Work closely with the Libertarian Party's Social Media Director to distribute relevant Party news via blog, Facebook, Google+, Twitter, Instagram, Pinterest and other applicable social media accounts.
5. Monitor and participate in online conversations and engage potential members to build brand visibility and thought leadership for the Libertarian Party.

**Qualifications**

* Familiar with social media strategies, trends and technologies.
* Passion for social media, including experience using Twitter, Google+ and Facebook in a professional or business setting as well as personal use.
* Understanding of Libertarian philosophy and positions.
* Proficient with graphics, layout, and illustrative design, not required, but helpful.
* Ability to work independently as well as a member of a team.

**Art Director**

**Job Description:** The Art Director is responsible for developing/assisting in the development of vision/concepts, marketing projects, and initiatives and branding for the Libertarian Party. Provides creative leadership in the development of compelling creative concepts that meet the strategic objectives and goals of the Libertarian Party.

**Principle Accountabilities:**

1. Manages artwork and media content based upon the Libertarian Party's needs and specifications in conjunction with ideas/ materials provided by divisions.
2. Strives to meet assigned deadlines. Communicates with Communications Director and other Division Director(s) if deadlines cannot be met for any reason, or if an extension is required.
3. Responsible for directing projects across the full range of disciplines including print, broadcast (video), interactive (web) and direct response marketing.
4. Responsible for leading a creative team composed of graphic designers, editor/copywriters, web developers and video producers.
5. Manage the creative team from concept development to completion of projects including participation in the hands-on development of work.
6. Facilitate a team environment; provide leadership and inspiration to volunteers and act as a positive catalyst for the overall group.
7. Establish consistent and on-going communication with Communications Director with regard to assignment of new projects, project status, work in progress, and final work product.
8. In partnership with the Communications Director, establish mentors, department operational plans and overall goals.
9. Develop new creative for brand advertising as well as specialized projects.
10. Manage the production of all advertising, marketing and outreach materials.
11. Manage the production and design of all images for the website and social media.

**Qualifications**

* Proficient with Adobe Creative Suite.
* Proficient with graphics, layout, and illustrative design.
* Ability to work independently as well as a member of a team.
* Creative/agency experience is helpful.
* Experience leading a team of designers, writers, producers and other creatives.
* A solid knowledge of the latest versions of applicable programs such as Adobe.
* Understanding of interactive design and other emerging platforms
* Strong conceptual thinker and visual communicator
* Story telling skills
* Proficient problem solving and project management skills.

**Graphic Designer(s)**

**Job Description:** Graphic Designers produce and design all literature as well as images and graphics used by the Libertarian Party.
Principle Accountabilities:

1. Produces artwork based upon the Libertarian Party's needs and specifications in conjunction with ideas/ materials provided by divisions.
2. Design all advertising, marketing and outreach materials.
3. Design all images for the website and social media.
4. Maintain and archive art files/library within a shared network, and process all new files.

**Qualifications**

* Proficient with Adobe Creative Suite including InDesign, Photoshop, Illustrator and Fireworks.
* Proficient with graphics, layout, and illustrative design.
* Ability to work independently as well as a member of a team.

**Join the Communications Division Team**

There are several positions that need to be filled, and there are multiple opportunities to get involved with the Communications Division. If you are interested in getting involved or if you would like to learn more,[Contact Us](https://www.lpmn.org/contact-us/) today or fill out the form to [Apply for a Leadership Postion!](https://www.lpmn.org/take-action/volunteer/)

**IT Division**

The Informational Technology (IT) division is responsible for implementing all aspects of technology within the Libertarian Party.

**IT Division general responsibilities:**

* **Website Development & Operations.** The IT Division is responsible for all aspects of the development of the Libertarian Party's web presence.
* **Data Management.** The goal of data management is to aggregate, maintain/update, cleanse and append all databases.
* **Modeling.** The goal is to start forecasting different trends regarding politics within [state] as well as campaign outcomes based on all available information.
* **Mobile Technologies.** The IT Division will develop and deploy new mobile technologies.
* **Vendor Integration.** Work with service providers we need to ensure that their technologies are integrated with the Libertarian Party's technologies.
* **Interface with other Divisions.** The IT Division will work with other divisions within the Party.

**Open Positions, Job Descriptions & Requirements**

**IT Director / Webmaster**

**Description:** The IT Director manages and oversees the IT Division. Responsible for planning, development and implementation of all technologies used by the Libertarian Party. Directs the efforts of the technologies used by the Party and develops technology strategies. Is responsible for the maintenance, usability and updating of our official website and other standalone initiatives and campaign websites. The Webmaster will integrate all technologies with the website and integration with social media.

**Principle Accountabilities:**

1. Responsible for the operation and maintenance of the Libertarian Party of [state]’s official website, www.[state].org.
2. Build complete, functioning websites, sub-sites (campaign and initiative) and landing pages as needed using Content Management Systems such as Drupal and WordPress.
3. Design and administer websites using a variety of tools.
4. Enable ecommerce.
5. Create/Edit/Enhance web pages and new content on our CMS platform (WordPress)
6. Identify and implement innovative SEO strategies.
7. Monitor, analyze and report site traffic (google analytics and other tools).
8. Maintain our membership database program, CiviCRM (our CRM).
9. Manage server and site access rights and authorizations.
10. Recommend courses of action to maintain web access and provide for future growth
11. Provide input to IT procedures, standards and policies.
12. Identify, recommend, and prioritize new Web features and applications.

**Qualifications**

* Creation, editing and publishing using web technologies such as; ASP, CSS, XML, HTML5, CSS/CSS3, JavaScript, AJAX, jQuery and PHP.
* External web site and open source content management systems (Drupal, WordPress, etc.).
* Knowledge of database administration, setup and configuration (MS SQL, MySQL).
* Understanding and implementation of ecommerce and shopping carts.
* Strong SEO background.
* Experience with developing for mobile platforms/devices.
* Experience and familiarity with commonly used design tools (i.e., Photoshop, Fireworks, Illustrator, etc.).
* Understanding of web hosting setup and management of web hosting platforms.
* Understanding of usability and user experience.
* Strong collaboration and written communication skills.
* Must be able to multi task and manage projects effectively.
* Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers
* Self-starter, able to work independently, and entrepreneurial.

**Assistant IT Director**

**Description:** Responsible for assisting the IT Director in all aspects of the position.

**Join the IT Division Team**

There are several positions that need to be filled, and there are multiple opportunities to get involved with the IT Division. [Contact Us](https://www.lpmn.org/contact-us/) today or click on the button below to fill out the form to [Apply for a Leadership Position.](https://www.lpmn.org/take-action/volunteer/)

**Outreach Division**

The Outreach Division is responsible for grassroots-level contact between the Libertarian Party and the public at large. These responsibilities include maintaining useful contacts and coordination with student organizations, recruiting key demographics into the party, building coalitions with like-minded groups and coordinating outreach events.

**Outreach Division general responsibilities:**

* **Campus Building.** Work with partisan (College Libertarians) and non-partisan (Young Americans for Liberty, Students for Liberty, etc.) to set up additional chapters throughout the state.
* **Target New Demographics.** Identify and target new demographics who would have a high likelihood to be interested in the Libertarian Party.
* **Coalition building.** One of the most important aspects of politics is having good relationships with other organizations. Work with organizations that are niched to specific issues that are aligned with the party platform such as gun rights, pro-legalization, etc.
* **Networking.** Frequent networking events and interact with other professionals and groups.
* **Civic Engagement.** Increasing voter registration.
* **Grass-root Event Organizing.** Organize City Council, County Commission and other rallies.

**Open Positions, Job Descriptions & Requirements**

**Outreach Director**

**Description:** The role of the Outreach Director is to provide education and awareness of our party and its platform to the public and to organizations with common goals. Additionally, they will provide leadership, training, and mentoring to county parties and draft the Outreach Division field manual.

**Principle Accountabilities:**

1. Responsible for establishing and populating all necessary committees as well as recruit and appoint all leaders within the Outreach Division.
2. Mentor and lead all other members of the Outreach Division.
3. Develop, implement, and evaluate an annual outreach plan.
4. Manage, motivate and oversee activists within the Libertarian Party.
5. Oversee all grass-root activism.
6. Collaborate and work with the Volunteer and Event Divisions.
7. Develop and maintain relationships with other organizations in the community.
8. Oversee the drafting and publishing of the Outreach Division field manual.

**Qualifications**

* Strong networker with business development skills.
* Experience in event planning and organizing.
* Previous management/leadership experience, preferably running a multifaceted team of specialized individuals.
* Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
* Self-starter, able to work independently, and entrepreneurial.

**Assistant Outreach Director**

**Description:** Responsible for assisting the Outreach Director in all aspects of the position.

**Campus Coordinator**

**Description:** The Campus Coordinator primary responsibility is recruiting and managing Campus Coordinators. Additionally, they act as a liaison between the party and all of the other campus coordinators and provide them with leadership, training, and mentoring. They will assist drafting the Campus Coordinating portion of the Outreach Division field manual.

**Principle Accountabilities:**

1. Responsible for recruiting and appointing all Campus Coordinators.
2. Building and maintaining our presence on college campuses.
3. Mentor and lead all other members of the Campus Coordinator team.
4. Increase the number of registered Libertarians through voter registration activities at college campuses.
5. Develop, implement, and evaluate an annual plan to build the presence of the Libertarian Party on college campuses.
6. Work with partisan and non-partisan student groups.
7. Manage, motivate and oversee college activists within the Libertarian Party.
8. Oversee all grass-root activism at campuses.
9. Oversee the drafting and publishing of the Campus Outreach Division field manual.

**Qualifications**

* Experience working with student groups at universities and colleges..
* Experience in event planning and organizing.
* Previous management/leadership experience, preferably running a multifaceted team of specialized individuals.
* Sincere commitment to work with all student groups.
* Self-starter, able to work independently, and entrepreneurial.

**Join the Outreach Division Team**

There are several positions that need to be filled, and there are multiple opportunities to get involved with the Outreach Division. [Contact Us](https://www.lpmn.org/contact-us/) today or click on the button below to fill out the form to [Apply for a Leadership Position.](https://www.lpmn.org/take-action/volunteer/)

**Field Development Division**

The Field Development Division is responsible for establishing, developing, and maintaining Congressional District(CD)-level affiliates, which shall mirror and augment existing Libertarian Party Divisions at the CD level. This includes training affiliates on best practices, and providing necessary logistical support. Additionally, they will assist in training and supporting CD affiliates on successful event planning techniques and strategies.

**Field Development Division general responsibilities:**

* **Develop CD Affiliates.** Re-affiliate & develop CD Libertarian Party affiliates.
* **Training and Support.** Provide training and support to CD affiliates to create a sustaining party.
* **Candidates.** Support local candidates and local issues.
* **Membership.** Assist the CD affiliates increase overall party membership.

**Positions, Job Descriptions & Requirements**

**Field Development Director**

**Description:** The Field Development Director will assists local groups in organizing new affiliates and promoting the health and longevity of established affiliates. The Field Director may also work with state wide and national LP candidates.

**Principle Accountabilities:**

1. Responsible for establishing and populating all necessary committees as well as recruit and appoint all leaders within the Field Development Division.
2. Mentor and lead all other members of the Field Development Division.
3. Identify Congressional District leaders and establish Libertarian CD affiliates.
4. Communicating and supporting CD Chairs and Officers to assist them with growing their Libertarian affiliate.
5. Acting as a liaison between CD affiliates and the state affiliate.
6. Maintain a profile on each CD affiliate and monitor growth.
7. Draft a plan for the state to affiliate all CD’s.
8. Oversee the drafting and publishing of the Field Development Division field manual.

**Qualifications**

* Strong networker with business development skills.
* Experience building organizations/businesses.
* Personable, professional, and amiable attitude.
* Experience in project management and great time management skills.
* Ability to handle multiple high stress assignments.
* Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
* Self-starter, able to work independently, and entrepreneurial.

**Assistant Field Development Director**

**Description:** Responsible for assisting the Field Development Director in all aspects of the position.

**Join the Field Development Division Team**

There are several positions that need to be filled, and there are multiple opportunities to get involved with the Field Development Division. If you are interested in getting involved or if you would like to learn more,[Contact Us](https://www.lpmn.org/contact-us/) today or fill out the form to [Apply for a Leadership Postion!](https://www.lpmn.org/take-action/volunteer/)

**Public Policy Division**

The Public Policy Influence & Advocacy (PPIA) Division shall be responsible for developing and maintaining interactions between the Libertarian Party and elected government officials, as well as tracking the results of interactions to help shape candidacy strategy. The PPIA Division shall also be responsible for ensuring that the Libertarian Party input is provided for key legislation and initiatives when and where possible.

**PPIA Division general responsibilities:**

* **Work with Elected and Appointed Officials.** Build Relationships with City Council members, County Commissioners, Assemblymen, State Senators, Congressmen and US Senators as well as their staff.
* **Profiles.** Maintain records on each elected official to include their issues, their financial backers and their voting history.
* **Legislation.** Review and analyze all bills to determine which pieces of legislation are favorable to the Libertarian Party and our core principles. Author bills and identify co-sponsors for proposed legislation.
* **Lobbying.** Have a presence at the capitol to push policy in a libertarian direction.

**Positions, Job Descriptions & Requirements**

**Public Policy Director**

**Job Description:** The Public Policy Director manages and oversees the PPIA Division. Their primary function is building relationships for the Libertarian Party with elected and appointed officials and reviewing legislation. Additionally, the Public Policy Director will provide leadership, training, and mentoring to Congressional District parties and draft the PPIA Division field manual.

**Principle Accountabilities:**

1. Responsible for establishing and populating all necessary committees as well as recruit and appoint all leaders within the PPIA Division.
2. Mentor and lead all other members of the PPIA Division.
3. Develop and maintain relationships with elected and appointed officials in [state]
4. Work with the Legislative Director to review all legislation in [state] and determine which bills the Libertarian Party will oppose and which we will support.
5. Develop, implement, and evaluate a public policy plan.
6. Maintain a profile on each elected and appointed official.
7. Collaborate and work with the Outreach divisions.
8. Draft a plan for the state to work together with the Congressional District affiliates to develop similar programs on the local level.
9. Oversee the drafting and publishing of the PPIA Division field manual.

**Qualifications**

* Strong networker with business development skills.
* Experience with legislation (drafting and review).
* Experience working with elected officials and their staff.
* Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
* Self-starter, able to work independently, and entrepreneurial.

**Assistant Public Policy Director**

**Job Description:** Responsible for assisting the Public Policy Director in all aspects of the position.

**Legislative Director**

**Description:** The Legislative Director primary function is reviewing all legislation in [state]. The Legislative Director will build relationships for the Libertarian Party with elected and appointed officials. Additionally, the Legislative Director will provide leadership, training, and mentoring to CD affiliate parties and assist in drafting the PPIA Division field manual.

**Principle Accountabilities:**

1. Review all legislation in [state] and determine which bills the Libertarian Party will oppose and which we will support.
2. Draft new bills to introduce to [state] legislators and identify sponsors for the bills.
3. Develop and maintain relationships with elected and appointed officials in [state].
4. Draft a plan for the state to work together with the counties to develop similar programs on the local level.
5. Assist in drafting and publishing of the PPIA Division field manual.

**Qualifications**

* Strong networker with business development skills.
* Experience with legislation (drafting and review).
* Experience working with elected officials and their staff.
* Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
* Self-starter, able to work independently, and entrepreneurial.

**Join the Public Policy Division Team**

There are several positions that need to be filled, and there are multiple opportunities to get involved with the Public Policy Division. If you are interested in getting involved or if you would like to learn more,[Contact Us](https://www.lpmn.org/contact-us/) today or fill out the form to [Apply for a Leadership Postion!](https://www.lpmn.org/take-action/volunteer/)

# EVENTS DIVISION

## Events Director

**Job Description:** The Events Director manages and oversees the Events Division. Their primary function is event planning and production for all Libertarian Party events. The Events Director will also work with other event organizers to negotiate sponsorship and joint events. Additionally, they will provide leadership, training, and mentoring to county parties.

**Principle Accountabilities:**

1. Responsible for establishing and populating all necessary committees as well as recruit and appoint all leaders within the Events Division.
2. Mentor and lead all other members of the Events Division.
3. Develop, implement, and evaluate an annual events plan.
4. Oversee all administrative functions of events.
5. Maintain efficient record-keeping systems, including databases, budget, etc.
6. Maintain and publish a calendar of events.
7. Oversee the drafting and publishing of the Events Division field manual.

**Qualifications**

* Experience in event planning and production.
* Previous management/leadership experience, preferably running a multifaceted team of specialized individuals.
* Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
* Self-starter, able to work independently, and entrepreneurial.

## Assistant Events Director

**Job Description:** Responsible for assisting the Events Director in all aspects of the position.

## Convention Planner

**Job Description:** The Convention Planner will manage and oversee all aspects of the production and the setup of the State's annual convention and assisting the affiliates in hosting their own. Shall use institutional knowledge and experience with cooperative venues to ensure professional and consistent conventions. Shall follow instructions from the Executive Committee regarding approved date(s) for the state convention.

**Principle Accountabilities:**

1. Appoint a Credentials Committee
2. Recruit other members to participate in the Convention Committee.
3. Must operate within state party bylaws restrictions, if applicable, regarding the scheduling of a convention.
4. Shall secure a reliable venue well in advance of the convention to ensure proper notification to the membership.
5. Negotiate and secure a venue for the state convention.
6. Manage all aspects from securing speakers to working with vendors.
7. Oversee all administrative functions of the convention.
8. Maintain efficient record-keeping systems, including databases, budget, etc.
9. Maintain and publish a calendar of events happening.
10. Oversee the drafting and publishing of the Convention field manual.

# ADMINISTRATION DIVISION

## Administrative Director

**Job Description:** The Administrative Director manages and oversees the Administrations Division. Responsible for maintaining all the institutional knowledge for the Libertarian Party. Oversees the training and support for all Divisions within the organization.

**Principle Accountabilities:**

1. Responsible for establishing and populating all necessary committees as well as recruit and appoint all leaders within the Administrations Division.
2. Mentor and lead all other members of the Administrations Division.
3. Assist in managing the day-to-day operations of the Libertarian Party.
4. Develop, implement, and manage a system to organize all institutional knowledge for the Libertarian Party and submit an annual plan to the Executive Committee.
5. Works with the Legal Committee to ensure compliance.

**Qualifications**

* Highly collaborative attitude.
* Strong organizational and project management skills.
* Strong computer skills and familiar with Office products, online wikis and content management systems.
* Previous management/leadership experience, preferably running a multifaceted team of specialized individuals.
* Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
* Self-starter, able to work independently, and entrepreneurial.

## Assistant Administrative Director

**Job Description:** Responsible for assisting the Administrative Director in all aspects of the position.

## Legal Director & Legal Committee Chairman

**Job Description:** The Legal Director manages and oversees the Legal Committee. The Legal Director assists in identifying volunteer attorneys providing pro bono legal representation in areas to include, but are not limited to; state election Law, ballot access law, federal campaign finance law, general liabilities, contracts and employment law. Additionally, the Legal Committee will assist in drafting and reviewing legislation.

**Principle Accountabilities:**

1. Responsible for establishing and populating the Legal Committee as well as recruiting and appointing all committee members.
2. Mentor and lead all other members of the Legal Committee.
3. Provide legal advice and works with the Legal Committee to ensure full compliance on all operations of the Libertarian Party.
4. Identify and recruit other volunteer attorneys providing pro bono legal representation to the Libertarian Party.
5. Develop a Law Clerk Program.
6. Draft and review legislation.

**Qualifications**

* Practicing or retired Attorney who understand [state] Law and was a member of the [state] State Bar Association
* Strong organizational and project management skills.
* Previous management/leadership experience, preferably running a multifaceted team of specialized individuals.
* Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
* Self-starter, able to work independently, and entrepreneurial.

## Attorneys - Volunteer and Pro Bono

**Job Description:** Volunteer and Pro Bono Attorneys provide pro bono legal advice and representation for the Libertarian Party in areas to include, but are not limited to; state election Law, ballot access law, federal campaign finance law, general liabilities, contracts and employment law. Law Students and paralegals are also qualified. Additionally, the Attorneys will assist in drafting and reviewing legislation.

**Principle Accountabilities:**

1. Provide legal advice and representation for the Libertarian Party.
2. Develop a Law Clerk Program.
3. Draft and review legislation.

**Qualifications**

* Practicing or retired Attorneys, Law Students and Paralegals who understand [state] Law.
* Sincere commitment to work with all constituent groups including all other staff, board members, and volunteers.
* Self-starter, able to work independently, and entrepreneurial.