



IDENTIFY★EMPOWER★ORGANIZE

JOB DESCRIPTION

Position: Quartermaster (Executive Administrator)

Location: Phoenix, Arizona

Employment: Full-Time

Start Date: July 24, 2017

Company Description: Turning Point USA is a 501(c)(3) grassroots nonprofit organization dedicated to educating students about the importance of fiscal responsibility, free markets, and limited government. With a presence on over 1,000 college campuses in all fifty states, Turning Point USA is one of the largest youth organizations in the country. Our primary focus is to identify, educate, train, and empower student activists to stand up for their values on all high school and college campuses.

Job Description: Turning Point USA is seeking a highly skilled and motivated individual to assist, manage, organize and monitor campaigns and leadership recruitment efforts for multiple university campuses within an assigned geographic region. Day-to-day responsibilities will include arriving at the National Victory Office, located in the East Valley in the Phoenix Metropolitan Area and interfacing with assigned Victory Directors in order to meet weekly and monthly recruitment objectives. Office hours will slightly vary depending upon geographic assignment. As an executive administrator to the campaigns, the Quartermaster will be tasked with overseeing progress from starting point to endpoint, filing proper reports and procedural paperwork and combining reports from Victory Directors to assess and deliver to National Victory Director. The Quartermaster will have combined goals and work as a “Q” & “James Bond” team with the Victory Directors in the field. During the spring, some availability for pre-planned, minimal travel may also be required.

Skills and Qualifications:

- Excellent oral and written communication skills
- Knowledge of Google Drive (Google Docs, Sheets)
- Knowledge of Facebook, Twitter and Instagram
- Willingness to fulfill all duties listed and any additional duties assigned
- Passion for conservative politics
- Flexibility and enthusiasm for dynamic work environment
- Positive attitude
- Strong work ethic and goal oriented
- Self starter and self motivated
- Punctual and very responsive
- Ethical and responsible behavior managing corporate expense accounts

“Wow!” Skills:

- Campaigning or political office experience
- Greek Life experience
- Student Government experience
- College degree
- Use and knowledge of Adobe Creative Suite
- Use and knowledge of Facebook Ads
- Executive leadership experience at a target university

Quartermasters are required to have a valid driver license, a reliable mode of transportation, and proof of insurance when applicable. Quartermasters are also required to pass a background check.

Application Instructions: Please submit a resume and a cover letter to Tyler Bowyer, National Victory Director at tyler@turningpointusa.net.