



## **Dallas County Pilot Site Manager**

[ReflectUS](#), a nonpartisan coalition working to advance women's representation in government, is seeking a qualified and motivated Site Manager for Dallas County, TX. This person will be tasked with organizing and convening a diverse group of women to advance balanced representation in government.

The scope of this work is largely city councils, school boards, and municipal boards and commissions. ReflectUS is looking to make information on these positions more accessible to the public and recruit women to run for office or seek appointment to these positions.

The Site Manager will be responsible for convening county-wide and regional meetings of volunteers to create and execute a plan that gets more women into public office.

The role demands an average of 20 hours/week. Some evenings and weekends are required.

### *Responsibilities (include but are not limited to):*

- Corresponding with ReflectUS' network of women
- Expanding our network in a way that is inclusive
- Attending community events to network or promote ReflectUS
- Maintaining a calendar of meetings for county-wide and regional ReflectUS councils
- Facilitating meetings
- Drafting strategic plans based on the councils' recommendations
- Advocating for changes to municipal rules
- Monitoring candidacies and election results
- Communicating updates regularly with ReflectUS staff

### *Qualifications:*

- Have intimate knowledge of Dallas County and its government and civic institutions
- Be extremely responsive to email correspondence
- Be able to manage time effectively
- Have an excellent work ethic
- Maintain an environment respectful of different political viewpoints

Compensation will be \$2,100/month.

Please send your resume and cover letter to [info@reflect.us](mailto:info@reflect.us)  
[reflect.us](http://reflect.us)