

Campaign Scheduler

Location: This role is based in Austin, TX

Reports to: Operations Director

Position Type: Full-Time

Start date: ASAP

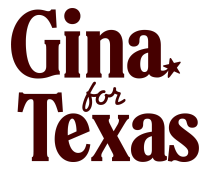
Salary: \$6,000/month

The Gina Hinojosa for Governor campaign is seeking a Campaign Scheduler to manage the candidate's schedule and support the coordination of daily operations. This role is critical to keeping the candidate's day-to-day commitments aligned with the campaign's goals. This is a great opportunity for someone calm under pressure, excels at logistics, communicates clearly, and thrives in a fast-paced, high-stakes environment.

To apply, please send a resume and cover letter to info@ginafortexas.com with the subject line "Application for Campaign Scheduler".

Key Responsibilities

- **Calendar & Scheduling:**
 - Manage, prioritize, and maintain the candidate's daily and long-term schedule, ensuring alignment with the campaign's priorities and goals
 - Review and vet all meeting and event requests, flagging items requiring strategic consideration or preparation
 - Coordinate logistics for meetings and events, in partnership with the relevant team members
- **Cross-Team Communication:**
 - Serve as the primary point of contact for scheduling with internal departments, community stakeholders, elected officials, and external organizations.
 - Manage scheduling workflows and communication to ensure clarity, consistency, and responsiveness
- **Logistics and Operational Support:**
 - Confirm locations, travel time, staffing needs, and any required materials for each scheduled engagement



- Anticipate and resolve logistical conflicts, last-minute changes, and emerging priorities in real time

Qualifications

- **Organizational Skills** – Exceptional organizational and time-management skills, with the ability to manage multiple priorities at once
- **Problem-Solving Ability** – Capable of quickly identifying issues and implementing practical solutions, especially under tight deadlines
- **Communication Skills** – Strong written and verbal communication skills
- **Experience with Operations** – Proven ability to exercise discretion, maintain confidentiality, and manage sensitive information
- **Adaptability and Flexibility** - Calm, solutions-oriented mindset, ability to adapt quickly to changing circumstances, and willingness to work evenings and weekends as required