

# Amy Klobuchar

## FOR GOVERNOR

### Scheduler

Location: Minneapolis, MN

Type: Full-time, Cycle position through November, 2026

Department; Reports to: Operations; Director of Operations

Compensation: Starting at \$5,000/mo

**Overview:** Minnesotans for Klobuchar is hiring a full-time Scheduler to join our campaign staff. This role will be a key part of our logistical and operational team and will be responsible for managing the candidates daily schedule on a busy, fast-paced campaign.

You're an ideal candidate if you have strong time and organizational management skills, are a clear and effective communicator, and are comfortable working closely with a high-level principal. This role requires close attention to detail, dependability, and a willingness to problem-solve. You should be comfortable with new tools and eager to deploy them, while understanding that good systems start with listening and learning before designing. You'll be given real responsibility from day one and have the opportunity to leave a meaningful mark on building a modern campaign.

#### Key Responsibilities:

##### Scheduling and Calendar Management

- Manage and maintain the candidate's Minnesota and long-term schedule in coordination with senior staff and department leads.
- Balance competing priorities and ensure the candidates time aligns with campaign goals and strategic priorities.
- Review and evaluate incoming scheduling requests and coordinate internal approvals.
- Draft and distribute daily and weekly schedules, including updates and changes.
- Ensure all events, meetings, and travel are accurately reflected and communicated.

##### Event Logistics and Coordination

- Coordinate with departments to gather event details, objectives, and logistical needs.
- Work across departments to ensure proper preparation for events and meetings.
- Track confirmations, locations, timing, and transportation logistics.
- Ensure appropriate staff are informed and prepared for scheduled events.
- Support travel planning and scheduling logistics across Minnesota.

##### Scheduling Coordination and Deadline Tracking

- Maintain a centralized system for tracking scheduling requests and pending decisions.

- Proactively flag conflict, gaps, and scheduling changes.
- Track key campaign dates, major events, and internal milestones.
- Ensure timely responses to scheduling requests and changes.

#### **Administrative & Cross-Departmental Support**

- Serve as the central point of contact for scheduling requests.
- Communicate schedule updates and changes to relevant staff.
- Prepare briefing materials, process guides, and schedule notes as needed.
- Support the Director of Operations and senior staff with scheduling priorities.
- Perform other operations and campaign-related duties as assigned.

#### **Qualifications:**

- Exceptional organizational and time management skills with strong attention to detail and ability to manage multiple priorities and workstreams simultaneously.
- High level of discretion, professionalism, and sound judgment when handling sensitive information.
- Strong interpersonal skills and direct communication skills; able to translate complex processes into clear, accessible documentation.
- Demonstrated comfort with new tools and an enthusiasm for applying them to real workflow problems.
- Strong proficiency with Google Suite (Docs, Sheets, Drive, Calendar, Forms) and an aptitude for learning new tools and integrations quickly.
- 2+ years of experience in scheduling, operations, project management, campaign administration, or a related field a plus.
- Commitment to the mission and values of the campaign — to bring people together and improve the lives of Minnesotans.
- Previous experience on campaigns, in political organizations, or in fast-paced operational environments is a plus but not required.

#### **Desired Attributes:**

- And eagerness to learn more about communities across Minnesota.
- A builder's mindset — you see a messy process and want to fix it.
- Comfortable asking questions and learning how things work before trying to change them.
- Discreet, professional, and trustworthy with sensitive internal information.
- Positive, solutions-oriented attitude in a fast-moving environment.
- Genuinely excited to use new technology as a tool for doing good work.
- Team player who takes initiative, communicates proactively, and brings calm to complexity.

#### **Compensation & Benefits:**

Compensation for this position starts at \$5,000/month. Employees are paid on the 15th and last day of each month and receive a competitive benefits package including health care.

**To Apply:**

To apply, please send a resume to [hire@amyklobuchar.com](mailto:hire@amyklobuchar.com). Cover letter optional. Please list 'Scheduler' in the subject line. Applicants will be reviewed on a rolling basis until filled.

We are committed to making our hiring process accessible. If you need assistance or an accommodation to apply, please email [hire@amyklobuchar.com](mailto:hire@amyklobuchar.com).