

Washington State Democratic Central Committee
Job Description
Operations Coordinator

The Operations Coordinator is responsible for ensuring efficient and smooth day-to-day operation of the Washington State Democratic Central Committee headquarters. The Operations Coordinator responsibilities include implementing administrative systems, procedures and policies, basic office management, and assisting staff in managing party event details. The Operations Coordinator also functions as the day-to-day administrative and scheduling support of the State Party Chair.

The Coordinator will report to the Executive Director and work with the entire Party team. Salary is \$47,500 - \$51,744/year with health care, vision, and dental coverage. The position is part of a union collective bargaining agreement and is based in our Seattle, Washington office.

Responsibilities

The Administrative Coordinator will staff the State Party Chair, and assist all party staff with three yearly statewide meetings, at least three yearly fundraisers, and quarterly donor appreciation events.

Administrative duties include:

- Represent the State Party as first contact with essential allies, partners, and members.
- Manage and prioritize calendar, correspondence and travel schedule of the Party Chair with a strong political filter and sense of organizational priorities.
- Staff State Committee as needed, and State party Executive Committee, as well as State DNC members as needed.
- Manage internal party contact lists and communications, including monthly calls and meetings.
- Respond to questions and request for information via phone and @info site.
- Answer incoming communications and assume other receptionist duties.
- Maintain office supplies by checking inventory and ordering items.
- Assume responsibility for tracking office equipment.
- Receive and direct visitors.
- Schedule and coordinate party meetings.
- Maintain and share the staff personal and emergency contact information.
- Develop, update, and communicate the emergency evacuation plan.
- Maintain lists of key contacts, including funders, political individuals and groups, and allies and organizations.
- Direct staff on ongoing office projects.
- Direct staff on office professionalism.
- Work with the Chair on team building and team development opportunities.

Event Assistance duties include:

- Researching venues and locations for events.
- Working with volunteers and interns to provide guest check-in, ticket sales, and directional assistance at events.
- Producing materials for events.
- Managing inventory and transport of reusable event supplies.
- Logistical support for staff, as needed.
- Proactively handle any arising issues with events and troubleshoot any emerging problems on event day.
- Work with Party Affairs on 2019 DSAAP documents, process, public input, and adoption, as well as 2020 State and National Convention logistics.

Requirements:

- A working knowledge of Washington State political landscape and a passion to learn more.
- 1-2 years experience in a project management role, preferably in a political environment.
- Excellent written and verbal communication skills. Ability to communicate clearly and proactively both internally and with internal team members, external partners and vendors.
- A passion for social justice and a commitment to Democratic Party values.
- A friendly and professional member-first demeanor.
- Ability to manage multiple projects independently.
- Proficiency in MS Office, including Microsoft Word and Excel and PowerPoint, experience with NGP VAN, and social media tools.

- Extremely detail oriented and comfortable working in a fast-paced office environment.
- Superior organization skills and dedication to completing projects in a timely manner.
- Spanish proficiency preferred, but not required.

The Washington State Democratic Central Committee provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Recruitment for this position will remain open until May 15th, 2019. To apply please send your resume to kdeal@wa-democrats.org, along with a brief description of what interests you about the position. Consideration will be given to all qualified applicants who submit their resume by the time recruitment closes.