

## **Operations Assistant**

Be a part of the team that will be instrumental to the Democratic Legislative Campaign Committee (DLCC) taking back our state legislatures and—by winning crucial redistricting fights—remaking the U.S. Congress to re-enfranchise millions of voters and end the GOP-led gridlock that’s undermining our government and values.

Our task is no less than to teach a diverse generation of voters about the central role their state legislatures play in their day-to-day lives, and in the shaping of the country.

The mission is to win Democratic majorities and build Democratic power in state legislatures.

## **Position**

The Operations Assistant is expected to support the operations of the DLCC, including providing support to DLCC staff and the front of the office. In addition, the Operations Assistant will provide a wide-range of data entry supports.

The Operations Assistant reports to the Director of Operations and frequently works with the Chief Operating Officer as part of our three-person collaborative Operations team. This position is based in Washington, DC.

The Operations Assistant is expected to model the values of DLCC:

- Transparency
- Credibility
- Initiative
- Teamwork
- Focus on Results

## **Responsibilities**

### **Office Management**

- Maintain vendor relationships to ensure necessary supplies and services for the smooth functioning of the DLCC.
- Process all incoming and outgoing mail; manage front desk phones; and other front office duties, including opening and closing the office.
- Welcome guests and ensure guests have a positive experience while visiting our office.
- Check all common areas, conference rooms, kitchen, and workroom daily to ensure they are clean and well-stocked.
- Manage conference room and special event schedules to avoid conflicts and ensure timely turnover of spaces in collaboration with event coordinator.

**Human Resources**

- Assist Director of Operations with maintaining accurate employee records.
- Under direction of Director of Operations and in collaboration with Department staff, help coordinate internship program.

**Staff Support**

- Manage daily schedule for Deputy Executive Director, and Chief Operating Officer when requested.

**Income Management/Compliance**

- Manage entry of credit card contributions and process check deposits daily.
- Prepare and distribute timely deposit logs that are distributed to key staff and consultants.
- Manage daily and weekly contributor files from direct mail, digital, and telemarketing vendors, including clean up, organization, and upload of contributor files.
- Other duties as assigned.

**Expected Outcomes**

- Data entry is both timely and accurate.
- DLCC has a welcoming atmosphere, and guests (as well as staff and interns) have a welcoming and supportive experience in our office.
- All in office events are properly set up and ready for guests 30 minutes prior to their intended start time.
- DLCC office supply inventory is well kept and needs are met proactively.
- Office vendors relationships are maximized and costs are contained.
- Operations Assistant actively participates in strategic activities of operations team and provides valuable perspective for purposes of team decision making.
- Helps provides clear and transparent communications to staff and interns.

**Qualifications**

- A minimum of 1 year of experience in a similar office-setting supporting general office or operations functions.
- Excellent computer skills, particularly with Microsoft Excel; Proven ability to learn new software applications.
- Exceptional attention to detail.
- Strong written, verbal, and interpersonal communication skills.
- Excellent diplomacy and tact. Demonstrated experience with confidential information is a plus.
- Willingness to learn and ask questions.
- Ability to manage multiple projects simultaneously and prioritize tasks accordingly.



DLCC is committed to offering an inclusive and welcoming workplace that values the efforts of all. Our success depends upon everyone contributing good ideas, taking initiative to solve problems, and working collaboratively across departments.

DLCC offers a competitive salary and a generous benefits package currently including: fully-paid health, dental and vision premiums for employee (as well as any dependents); a student loan repayment program; and three weeks of annual vacation in addition to planned office closures.

### **How to Apply**

Please submit a cover letter, resume, and professional references to [jobs@dlcc.org](mailto:jobs@dlcc.org) by Friday, June 15th. Please reference "Operations Assistant" in subject line. No calls please. Applicants will be screened on a rolling basis.

The Democratic Legislative Campaign Committee (DLCC), is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The DLCC is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity or expression, physical or mental disability, personal appearance, marital status, family responsibilities, genetic information, or any other legally protected basis. The DLCC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

