**Director of Operations**

Start Date: Immediate

Application Submission: Please send a cover letter, resume, list of references, and a Voluntary Self-Identification form (optional) by email to:

Heidi Kraus Kaplan  
Executive Director  
hkrauskaplan@dlf.org

**Job Summary:**

The Minnesota Democratic-Farmer Labor (DFL) Party is hiring a full-time Director of Operations. The Director of Operations will report directly to the Executive Director. This position is based at the DFL HQ; 255 E Plato Blvd. Saint Paul, MN 55107. The hours for this role are 8:30am - 4:30pm Monday through Friday.

**Responsibilities:**

- Support all administrative duties in the office  
- Manage office supplies inventory and place orders as necessary  
- Greet visitors and answer phone calls  
- Receive and sort incoming mail and deliveries  
- Assist with office layout planning and office moves  
- Manage vendor relationships and communicate with service providers  
- Coordinate office facility and office maintenance  
- Implement, recruit, and facilitate the Minnesota DFL internship program  
- Coordinate staff outings and events

**Requirements:**

- 2 years office management experience required  
- Strong organizational skills, ability to multitask effectively and prioritize work  
- High degree of resourcefulness and positive energy
• Ability to communicate clearly, effectively, and patiently, including a courteous and helpful attitude acknowledging the public relations aspect of this position
• Proficient computer skills including MS Office Suite and GSuite

Preferred but not required:
• Working knowledge of technology platforms

Compensation:

Commensurate with experience, with an initial salary band of $40,000-$60,000. Employees of the DFL are paid on a bi-weekly basis and receive a competitive benefits package including health care and dental.

Application Deadline:

Open until the position is filled.

Voluntary Self-Identification Information
Consistent with the DFL Party’s commitment to including groups historically underrepresented in the DFL Party’s affairs, by virtue of race/ethnicity, age, sexual orientation, or disability, we encourage members of underrepresented groups to seek jobs within the DFL Party. To help in this effort, we ask applicants to complete this self-identification form. Completion of this information is voluntary and is not a requirement of employment. This information will not affect the decision regarding your application for employment. This information will be kept confidential. Please select one or more groups that fit your identity:

• African American/Black
• Asian/Pacific American
• Hispanic or Latino
• LGBTQ+
• Native American
• Person with Disability
• Veteran
• White or Caucasian