

# TAKE BACK TENNESSEE

**Position:** Operations Associate

**Start Date:** February 2022

**Location:** Nashville, TN

**Reports To:** Operations Director, Coordinated Operations Director

**Position Summary:** Operations Associates will assist with day-to-day operations in the TNDP HQ office and staff in the field. Primarily, the Operations Associates will support the Operations Director, Coordinated Operations Director, and HR Manager with filing, record-keeping, answering phones, delivering materials to field staff, and more. The Operations Associates may also assist other TNDP departments on occasion. This is an entry-level role for anyone interested in gaining experience in operations, human resources, political campaigns, and more.

The 2022 Tennessee Coordinated Campaign, Take Back Tennessee, is the inaugural year of the path to turn Tennessee blue. Joining Take Back Tennessee will give staffers the chance to get in on the ground level of making history in Tennessee as well as run an innovative program that is equal parts experimental and strategic. The potential for 2022 includes registering over 200,000 new voters in Tennessee, flipping several seats across the state, pushing more districts into the flippable zone for 2024, and growing our Democratic momentum. This position will require occasional travel and is an in-person position based out of the TNDP's Nashville, TN headquarters. Irregular hours including nights and weekends as well as increasing hours are an expectation of the job.

## **Essential Duties and Responsibilities:**

- Ensure that various administrative tasks are performed in an effective and efficient manner, including copying, filing, reviewing mail, drafting correspondence, screening telephone calls, running errands, keeping the office organized, and maintaining files as needed
- Manage the front desk and sign-in of any visitors
- Answer phones and TNDP emails and direct general inquiries to the correct staff member
- Maintain a high degree of confidentiality regarding all matters and documents and be trusted with confidential information
- Occasionally deliver materials to field staff
- Provide support to the Operations department daily
- Provide support to other TNDP departments as needed
- Other duties as assigned

## **Preferred Qualifications:**

- This is an entry level position, and no previous political or operations experience is required
- Professional experience and comfort with Google Suite

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- Some work or volunteer experience with political campaigns and/or county Democratic parties, understanding the basic elements of elections and campaigns

## Required Qualifications:

- Comfortable with technology and learning new tech systems
- Strong computer skills
- Solutions-oriented, creative, and flexible - every day will look different, and it's important to have a positive attitude, be a team player, and find creative solutions
- Excellent written and verbal communication skills
- Ability to communicate clearly and proactively both with staff and external partners
- Ability to manage multiple projects independently and navigate competing priorities
- Possess a sharp and critical eye for detail
- Resilient, resourceful, and adaptive to priority shifts and change (big and small)
- Have experience working in a fast-paced environment, managing multiple projects at the same time while meeting tight deadlines
- Highly communicative - responsive to internal and external requests, emails, and calls, within reason
- Values and prioritizes diversity, equity, and inclusion and enjoys working with people of diverse backgrounds and cultures
- Believes in and lives out the TNDP's and DNC's mission and values

**Salary and Benefits:** This is a full-time, contracted position through November 15, 2022. This position pays \$3,000 per month. Benefits include 100% employer coverage of medical and dental insurance as well as mileage reimbursements and 1 week plus an additional 1 day of PTO gained per month of employment. Staff may not use time off on blackout dates, and applicants are encouraged to inquire about blackout dates and work schedules during the interview process. There is a potential for rent-free supporter housing for the duration of the contract, but this is not guaranteed.

**To Apply:** Email a current resume to [jobs@tndp.org](mailto:jobs@tndp.org). Include the subject line "Operations Associate." In the body of the email, tell us your anticipated start date and why you want to come Take Back Tennessee in 3 sentences or less.

The Tennessee Democratic Party (TNDP), 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 TNDP 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, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or disability, or any other legally protected basis. The TNDP is committed to providing reasonable accommodations to individuals with disabilities in the hiring

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process and on the job, as required by applicable law. The TNDP will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

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