



2022 Georgia Coordinated Campaign - Deputy Operations Director Position

The Georgia Democratic Party is seeking an experienced Deputy Operations Director, a key member of our campaign's Operations team. The Deputy Operations Director will execute a broad range of Operations responsibilities that support the mission of the Coordinated Campaign's operational systems and logistical implementation. We are looking for someone with previous campaign and Operations experience who is solutions oriented, and has experience working in an environment that requires quick, goal-oriented work.

Tasks & Responsibilities

- Assist the Coordinated Operations Director with the building, scaling, and implementation of processes across departments
- Assist with the procurement and operational needs of all coordinated offices
- Independently manage and maintain vendor relationships for procurement and event services
- Work effectively with other departments to ensure that all administrative needs are met for coordinated staff
- Coordinate and track staff and volunteer needs, including supplies and technology assets
- Address operations issues and needs from staff in a timely manner
- Assist in other Operations Department tasks as needed

Skills & Qualifications:

- Minimum of 2 years/cycles in political, advocacy, administrative work, and/or operations with at least 1 year/cycle on a campaign or in operations
- Strong organizational skills, communication skills, attention to detail, responsiveness, and passion for the work
- Ability to manage multiple projects and competing priorities simultaneously under strict deadlines
- Flexible, adaptable, and solutions-oriented
- Ability to relate complex information in an understandable manner to a variety of audiences
- Proficiency with Google Suite

Salary range for this position is \$5,000-\$6,000 a month. This role will be based in person in Atlanta, and the ability to work remotely will not be available.

How to Apply

If interested in applying, please submit your resume here:

https://www.georgiademocrat.org/coordinated_hiring

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