



Job Description: Deputy Operations Director

The Maryland Democratic Party is seeking experienced Deputy Operations Directors to oversee our field operations.

As a Deputy Operations Director, you will play a key role in managing the procurement and people operations processes for the 2024 Coordinated Campaign. You will work across multiple departments to maintain operational processes and ensure that the coordinated campaign functions smoothly.

This position is based in Largo, Maryland, and reports directly to the Operations Director.

Responsibilities:

- Work with the Operations Director to track and report invoices and expenses, ensuring bills are paid in a timely manner;
- Oversee workflows and systems for the procurement and disbursement of supplies, equipment, and other necessary materials;
- Manage people operations processes, including hiring and onboarding of new employees;
- Work with the Organizing team to open field offices and meet statewide operational needs;
- Manage procurement and logistics for office expenses and events, working with various vendors and stakeholders to ensure all supply and logistics needs are met;
- Liaison with other departments to best support the overall coordinated campaign;
- Other responsibilities as assigned.

Qualifications:

- At least one cycle of campaign, advocacy, administrative work, or a related operations role;
- Strong commitment to Democratic values and enthusiasm for electing Angela Alsobrooks and Democrats up and down the ballot;
- Previous experience with payroll systems, benefit management and/or managing budgets (preferred);
- Proficient in Microsoft Word, Excel, and Google Suite;
- You are goal-oriented and self-disciplined; able to meet tight deadlines and multitask;
- You thrive in fast-paced ever-changing environments and eat new priorities for breakfast;
- A creative mindset and an eagerness to try new things;
- Ability to work long and irregular hours, including nights and weekends;
- You have access to reliable transportation and are willing to travel frequently.

Employment Type: Full-time

Compensation: Salaried position of \$6,500 to \$7,000 per month based on experience with full benefits including health, dental, vision and PTO. This position's schedule will vary based on the needs of the campaign and will require evening and weekend work over the course of the election cycle. Housing will not be provided. This position is at-will employment.

Anticipated Start Date: ASAP

Location: Largo, Maryland

To apply, please fill out this form: <https://forms.gle/om4sTvsUYkFztxn97>

Note: This job description is intended to provide a general overview of the position. Duties, responsibilities, and qualifications may be subject to change based on campaign needs and priorities.

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