

Kansas Coordinated Campaign - Operations Director

The 2020 Kansas Democratic Coordinated Campaign is seeking a highly motivated, passionate and talented Operations Director for our statewide organizing program. The Operations Director will report directly to the Coordinated Campaign Director. This is a cycle position, with employment through November 15, 2020. Although the Kansas Democratic Party is based in Topeka, Kansas, this position can be remote for the cycle.

Key Responsibilities

- Manage day-to-day field operations, including but not limited to supply procurement and tracking and budget tracking
- Assist Kansas Democratic Party Operations Director in new hire and payroll processing
- Collaborate with Field staff to address operations issues and needs in a timely manner
- Work with outside vendors (printer, phone internet, landlord, etc)
- Work with Coordinated Campaign Director, Organizing Director, and GOTV Director to execute GOTV operations
- Create and maintain appropriate systems and structures to ensure campaign compliance
- Other Coordinated Campaign assignments or tasks as directed by the Coordinated Campaign Director

Skills & Qualifications

- At least one cycle of campaign experience or equivalent logistical experience
- Experience managing a budget and handling logistics for a large campaign or political organization
- Exceptionally well organized with intense attention to detail
- Strong time management skills
- Strong interpersonal skills and ability to communication with people from many backgrounds
- Flexible, adaptable and solutions-oriented
- Ability to meet tight deadlines under pressure
- Knowledge of Google suite tools
- Ability to work long and irregular hours in a fast paced, metrics -driven work environment
- Commitment to electing all Democrats on the ballot

How To Apply

- This is a full-time position. This position is available immediately. Salary is commensurate with experience. Please send a resume and 2 professional references to hannah@kansasdems.org with the subject: "operation Director." Applications will be accepted until the position is filled.

No person shall be discriminated against in seeking employment with the Kansas Democratic Party because of race, color, religion, gender, age, national origin, ancestry, marital status, height, weight, creed, sexual orientation, gender identity, economic status or disability.