



## **Democratic Legislative Campaign Committee**

The Democratic Legislative Campaign Committee's mission is to win Democratic majorities and build Democratic power in state legislatures.

In the 2018 cycle, Democrats flipped over 400 state legislative seats and gained eight new Democratic majorities. This is the most chambers flipped since the 2006 cycle, and the most seats flipped by Democrats in a generation. Nearly 1,250 of the Democrats elected to their state legislatures in 2018 were women, and more than 900 were candidates of color.

As the only organization exclusively committed to electing Democrats to state legislatures all over the country, the DLCC has been working with state legislative leaders for over two decades to invest strategically in state programs and build the Democratic Party from the ground up.

## **Operations Assistant**

The Operations Assistant is expected to support the operations of the DLCC, including providing support to DLCC staff and the front of the office. In addition, the Operations Assistant will provide a wide-range of administrative and data entry supports.

The Operations Assistant reports to the Director of Operations and frequently works with the Chief Operating Officer and Finance and Compliance Manager as part of our four-person collaborative Operations team. This position is based in Washington, DC.

The Operations Assistant is expected to model the values of DLCC:

- Transparency
- Credibility
- Initiative
- Teamwork
- Focus on Results

## **Responsibilities**

### **Office Management**

- Welcome guests and ensure they have a positive experience while visiting our office.
- Manage front office duties, including answering front desk phones and processing of all incoming and outgoing mail, and opening and closing of the office.
- Maintain vendor relationships to ensure necessary supplies and services are available on site for the smooth functioning of the DLCC.
- Check all common areas, conference rooms, kitchen, and workroom daily to ensure they are clean and well-stocked.

- Manage conference room and special event schedules to avoid conflicts and ensure timely turnover of spaces in collaboration with event coordinator.

#### **Human Resources**

- Assist Director of Operations with maintaining accurate employee records.
- Assist Director of Operations with various hiring activities, including corresponding with applicants and scheduling interviews.
- Manage internship program under direction of Director of Operations.

#### **Staff Support**

- Manage preparation, mailing, and correspondence of sensitive campaign finance reporting at the direction of the Chief Operating Officer and Director of Operations.
- Manage daily schedule for Deputy Executive Director when requested.

#### **Income Management/Compliance**

- Process check deposits daily.
- Prepare and send out return letters for donations that cannot be accepted under the direction of the Finance and Compliance Manager. Other duties as assigned.

#### **Expected Outcomes**

- DLCC has a welcoming atmosphere, and guests, staff, and interns have an inclusive and supportive experience in our office.
- DLCC office supply inventory is well kept and needs are met proactively.
- Office vendors relationships are maximized and costs are contained.
- Office events are properly set up and ready for guests prior to their intended start time.
- Data entry is both timely and accurate.
- Operations Assistant actively participates in strategic activities of operations team and provides valuable perspective for purposes of team decision making.

#### **Qualifications**

- A minimum of 1 year of experience in a similar office-setting supporting general office or operations functions.
- Excellent computer skills, particularly with Microsoft Excel; proven ability to learn new software applications.
- Exceptional attention to detail.
- Strong written, verbal, and interpersonal communication skills.
- Excellent diplomacy and tact.
- Demonstrated experience with confidential information is a plus.
- Willingness to learn and ask questions.
- Ability to manage multiple projects simultaneously and prioritize tasks accordingly.



## Requirements:

The requirements, including but not limited to physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All DLCC employees must be able to operate a computer and use a cell phone. Many roles at the DLCC include business travel expectations, and most roles also require communicating with key external stakeholders of the organization in person, via the telephone, or via email.

Essential functions of the role of Operations Assistant include:

- While performing the duties of this job, the employee is frequently required to communicate using the telephone, email, and in person with stakeholders.
- This position may require the employee to lift boxes up to 10lbs and re-arrange furniture on wheels in our meeting rooms.
- The position may require the employee to periodically travel across Washington, D.C. to run errands and carry purchases back to the office.

## How to Apply

Salary for the Operations Assistant position is \$45,000-50,000 on an annualized basis commensurate with experience. In addition, the DLCC offers a generous benefit package, including fully paid health/vision/dental insurance, an up to 6% retirement contribution, transit and FSA subsidies, and more.

Please submit a cover letter, resume, and professional references to [jobs@dlcc.org](mailto:jobs@dlcc.org) by May 17, 2019. Reference "Operations Assistant" and your name in subject line. No calls please.

The DLCC 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 DLCC 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, sexual orientation, gender identity or expression, physical or mental disability, personal appearance, marital status, family responsibilities, genetic information, or any other legally protected basis. The DLCC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

