



Department: Operations Department

Location: Sacramento

Position Summary:

The California Democratic Party (CDP) is looking to hire a highly motivated individual to serve as Operations Coordinator, who will report directly to the Operations Director.

A strong candidate will be able to quickly learn the processes and procedures of California Democratic Party Bylaws. It is imperative that the candidate is familiar with local, state, and national politics and has a passion for the important work of the Democratic Party. The Operations Coordinator will work closely with the Operations Director to assist the Department Managers in implementing CADEM's day to day operations in expediting CADEM events and internal elections.

Responsibilities will include but not limited to:

- Organizes and distributes office correspondence to the appropriate department and staff;
- Responsible for helping the Operations team in overseeing volunteer activities within the organization. Duties include, placing volunteers in different roles based on their qualifications and maintaining accurate volunteer shifts, communication and scheduling;
- Maintains the office by organizing office operations and procedures;
- Monitor and maintain office supplies inventory;
- Maintains adequate staff supplies for both the Executive Board Meetings and Conventions;
- Primary liaison with service providers (internet, phone, janitorial, etc.);
- Excellent task management and willingness to work under deadlines;
- Strong communication skills, especially over the phone;
- Able to quickly learn the PDI/CDP Delegate Membership databases CRM;
- Willingness to contribute to the team effort by performing other tasks as needed;
- Commitment to details, results, meeting goals, and consistent improvement;
- Resilient, resourceful, and adaptive to priority shifts and change (big and small);
- 1-2 years of campaign or political experience recommended;
- Assist other departments with work duties as needed.

Qualities and Qualifications:

- Bachelor's degree preferred but not required;
- Proficiency in computer skills including virtual communication tools (Excel, Word, Google Suite, Zoom, Dial Pad phone system, etc.);
- Commitment to Democratic causes and social justice;
- Ability to interact with a wide array of personalities and competing priorities;
- The ability to work independently as well as in a team structure.



Apply:

Salary is competitive and commensurate with experience. Position will include medical, dental and vision insurance benefits at no cost to the Operations Coordinator.

Application Instructions: Please email your resume and three professional references to operations@cadem.org with "Operations Coordinator" in the subject line.

Please direct any questions regarding benefits to: amy@cadem.org.

Applications accepted until the position is filled.

The California Democratic Party complies with all applicable laws and regulations prohibiting discrimination on the basis of a "Protected Characteristic," which is defined as: sex, gender, gender identity, gender expression, sexual orientation, transgender, pregnancy (and pregnancy-related conditions), race, color, ethnicity, national origin, ancestry, religion, caste, creed, age, physical or mental disability, medical condition, genetic information, marital status, military or veteran status, body size, domestic violence victim status, and any other identity or characteristic recognized by federal or California law or applicable local ordinance. No employment decision or action will be based on or influenced by a Protected Characteristic.