



VoteRiders Operations Assistant

OVERVIEW

VoteRiders is a nonpartisan 501(c)(3) nonprofit, focused on voter ID education and assistance in order to preserve and strengthen our democracy. The organization's work raises awareness of voter ID laws and the organization's services. Its programs identify, educate and help voters in need of voter ID assistance. The VoteRiders goal is to infuse and optimize the industry standard of how democracy, campaign, government, direct service provider, and community organizations handle the issue of voter ID education and assistance. Additional information about VoteRiders can be found at voteriders.org.

VoteRiders is looking for an Operations Assistant to support our growing team. This is a full-time position based in Los Angeles primarily working remotely with some Los Angeles based activities and events.

The position reports to Operations Manager of VoteRiders.

The ideal candidate loves organization, spreadsheets, and details. An effective and proactive communicator, this person will work with different departments, multi-tasking, balancing competing priorities and tight timelines.

PRIMARY RESPONSIBILITIES

- Maintain organization working with all departments to ensure tasks and processes are completed efficiently and effectively
- Communicate responsibilities to internal stakeholders, prioritizing as needed to meet deadlines
- Collaborate with Operations Manager to develop plans to complete projects
- Accountable for accuracy in tasks
- **75% Percent Financial** as directed by Finance/Development/Operations
 - o Support processing and tracking expenses
 - o Support processing and tracking donations



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- **10% Percent Office** as directed by Operations Manager
 - Digitally file and maintain both general and confidential information
 - Assist with coordinating schedules, setting up/confirming meetings
 - Taking and distributing meeting notes
 - **10% Percent Other** as directed by Operations Manager
 - Virtual and in-person event support
 - Helpline support
 - Special projects
 - **5% Percent Communications** as directed by Comms/Operations
 - a. Tracking media metrics/impressions - This involves looking up news articles and blogs, social media posts and website information, gathering information (publishing date, author, link, etc.)
 - b. Processing and tracking printed material orders (information cards, business cards, flyers, etc.)
 - c. Proofreading

IDEAL PROFILE AND EXPERIENCE

The Operations Assistant must be committed to the mission of VoteRiders as a non-partisan civic engagement organization in general and to voter ID education and assistance in particular. The ideal person will have diverse skills and experience that demonstrate the ability to effectively multi-task, prioritize, and execute a variety of assignments. A proven focus on precise accuracy and meeting deadlines are essential.

Required

- Los Angeles based
- Affinity for voting rights
- Access to a reliable computer, internet signal and telephone
- Strong computer skills, including Microsoft Suite, Google Suite with aptitude to learn new software and systems

Preferred/Plus

- 1-2 years+ experience in similar role
- Spanish
- Experience with Salsa and/or other donation platforms
- Experience developing internal processes and filing systems
- Experience with CRM program like Salsa, Constant Contact, etc.
- Experience with Wordpress and/or other CMS



Additional traits and experience include:

- Solutions-orientation; possesses a passion for organization and project management; easily balances competing priorities, complex situations and tight deadlines
- Exceptional collaboration skills; able to create relationships of trust; committed to a culture of belonging, good will and accountability
- Excellent written, verbal and interpersonal communications skills
- Hands-on and proven willingness to roll-up their sleeves to get the job done; a can-do attitude
- Strong work ethic; integrity

COMPENSATION

This is a salaried position at \$40,000-\$50,000/year depending on experience.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

VoteRiders is committed to diversity, equity and inclusion among its staff. VoteRiders is an equal opportunity employer. All employment decisions at VoteRiders are based on our mission and program needs, job requirements and individual qualifications, without regard to age, race, color, national origin, religion, sex, sexual orientation, disability, or any other legally protected basis. VoteRiders will not tolerate any unlawful discrimination or harassment.

TO APPLY

To apply, send a resume, cover letter and contact information as well as current or former working relationships for three references to Jobs@VoteRiders.org. Include in the subject line: your **last name** and **Operations Assistant**. Applications will be accepted until the position is filled.

Please include where you saw the job post or how you learned of the open position.