



Operations Assistant

OVERVIEW

Founded in 2012, VoteRiders is the country's leading organization focused on voter ID education and assistance. We work nationwide with a particular focus on states with restrictive voter ID laws. In 2024, we seek to directly reach over 10 million voters with timely and crucial voter ID information and free help. Our on-the-ground programs in eight states, far-reaching partnerships, and communications campaigns raise awareness of voter ID laws, ensuring voters know what ID they need and receive free help if needed to cast a ballot that counts.

To support our organization's rapid growth and increased activity ahead of the 2024 elections, VoteRiders is seeking an Operations Assistant to provide cross-cutting support for our work. This position is ideal for a systems-minded, highly responsive, and detail-oriented multi-tasker seeking a chance to contribute to a quickly growing and impactful voting rights organization in a critical election year and beyond.

VoteRiders' Operations Assistant reports to the VoteRiders Operations Manager, and collaborates closely with the Operations & Finance Director and Development Director as well as other staff members on an as-needed basis.

This is a remote position, but candidates must be physically based in the continental United States to be considered for this position. This is a full-time position, available ASAP.

PRIMARY RESPONSIBILITIES

- Remain well-organized while working with multiple departments to ensure tasks and processes are completed efficiently and effectively
- Communicate responsibilities in a timely fashion to internal stakeholders, prioritizing as needed to meet deadlines
- Collaborate with Operations and Finance Director and Operations Manager to develop plans to complete tasks and projects
- Remain accountable for accuracy in tasks

50% Finance and Development, as directed by the Operations Manager and the Development Director

- Review and reconcile credit and debit card and other receipts and expenses submitted by staff, volunteers and partners in a timely manner
- Process and track donations, including updating data, and designing custom donation reports on an as-needed basis
- Assist with donor acknowledgments



30% Operations, as directed by Operations Manager

- Process and track printed material orders (Voter ID Information Cards, business cards, flyers, t-shirts/stickers, other promotional and event materials, etc.)
- Creation and management of forms, contracts and other resources via DocuSign or other platforms.
- Provide operational support via Zoom for virtual events
- Support roll-out of new systems and tools, including training staff and volunteers on them and providing ongoing support as needed
- Assist with onboarding staff on the required VoteRiders tools and systems and provide support as needed
- Support Operations team in maintaining state-specific tax and regulatory compliance

10% Human Resources

- Assist with management of year-end and mid-year review process
- Assist with management and administration of HR platforms
- Assist with hiring and onboarding process
- Assist with special HR projects on an as-needed basis (e.g. staff benefits surveys)

10% Special Projects/Other, as directed by Operations and Finance Director and the Executive Director

- Digitally file and maintain both general and confidential information
- Assist with coordinating schedules, setting up/confirming meetings
- Provide support for virtual and in-person events
- Conduct and support special projects as needed

IDEAL PROFILE AND EXPERIENCE

The Operations Assistant must be committed to the mission of VoteRiders as a non-partisan civic engagement organization. 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 is essential.

Required

- Affinity for voting rights
- Access to a reliable computer, internet signal and phone
- Strong computer skills, including Slack, Microsoft Suite and Google Suite, with aptitude to learn new software and systems
- Experience with Zoom and Google Meet online meeting platforms
- Affinity for systems, organization, and spreadsheets
- Strong customer service orientation



- Impeccable attention to detail.
- Effective and proactive communicator and multitasker who will work across departments and effectively balance competing priorities and tight timelines.
- Creative, solution-oriented, and supportive colleague
- 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

Preferred/Plus

- At least 2 years of professional experience in similar role or comparable experience
- Experience with EveryAction and/or other CRM and donation platforms
- Experience with Emburse and/or other online expense management platforms
- Experience developing and implementing internal processes and filing systems
- Experience working on a fully remote team across multiple time zones

COMPENSATION

The starting salary range for this position is \$52,000 - \$58,000/year. Total compensation includes a monthly remote work stipend, healthcare benefits, paid sick leave, paid time off per the policies outlined in VoteRiders' Employee Handbook, and access to a 401k retirement plan with a 4% employer contribution match.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

VoteRiders is committed to diversity 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 for three professional references to Jobs@VoteRiders.org. Please note that references will not be contacted without your permission. 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.