



## Description

### **Warnock for Georgia is seeking a Deputy Operations Director to join our growing team.**

The campaign is working to re-elect Senator Reverend Raphael Warnock to a six-year term in 2022 after he won a special election in January 2021. We are building a team committed to re-electing Senator Reverend Warnock and keeping Georgia blue in 2022. The Deputy Operations Director will assist the Operations Director and will work with members of the Operations team to ensure that office procedures, logistics, and purchasing runs smoothly. The ideal candidate should be assertive and able to work quickly and in rapidly changing environments. Should be a natural problem-solver with the ability to evaluate, create and implement solutions to challenges on the fly. The candidate should also be able to prioritize competing demands and be able to handle interacting, both internally and externally, with a wide variety of people and personalities. Extreme attention to detail is required. Candidate should be comfortable dealing with sensitive information and maintain constant confidentiality. The Deputy Operations Director will report directly to the Operations Director.

## Duties

- Assist in scheduling, logistics, and advance management.
- Support the Operations Director in implementing office procedures including IT security, COVID safety, expense requests, and other HR policies.
- Support campaign supply management, purchasing, invoicing, and communications with the campaign compliance team.
- Aid in operations staff recruitment.
- Other responsibilities as assigned.

## Qualifications

- Minimum of 2-years professional experience on campaigns, ideally with experience in campaign operations.
- Ability to manage several tasks and projects at the same time
- Ability to prioritize and multi-task in a fast-paced environment
- Excellent written and verbal communication skills
- Experience working in an office setting
- Experience working events and traveling for work
- Detail oriented and good follow through on tasks
- Proficiency in Google and Microsoft Office suites required
- Strong communication and interpersonal skills with the ability to interact professionally with staff and external stakeholders
- Ability to maintain a high level of confidentiality

**Position:** Deputy Operations Director

**Reports to:** Operations Director

**Salary:** \$5,500 monthly

**Location:** Based in Atlanta, Georgia.



**Benefits:** Eligible for UnitedHealthcare medical insurance along with vision and dental policies.

**Hours:** This position's schedule will vary based on the needs of the campaign and will require evening and weekend work over the course of the election cycle.

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**To Apply:** Send resume to [jobs@warnockforgeorgia.com](mailto:jobs@warnockforgeorgia.com) with "Deputy Operations Director" in the subject line of the email and include three professional references.

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