



Director of Operations for the Pennsylvania HDCC

General Description

The Pennsylvania HDCC is seeking a Director of Operations to streamline human resources, payroll, day-to-day and long-term logistics, and compliance within our Harrisburg headquarters. The Director of Operations will ensure smooth functioning of our battleground legislative races by ensuring that our office has the physical resources needed to be successful.

Responsibilities

- Manage relationships with the HDCC's vendors to maintain spending efficiency; procure supplies, materials, and equipment.
- Maintain HDCC's records in a central, well-organized manner (expense records, payables, various files).
- Monitor and enforce compliance of Pennsylvania's campaign finance laws
- Oversee general day-to-day operations at the HDCC's Headquarters.
- Work with new hires on all logistics, including healthcare enrollment and new hire paperwork.
- Support Finance Department with tracking of incoming and outgoing payments.

Applicant should possess

- Exceptional organizational, management, communication, and interpersonal skills.
- Ability to coordinate multiple and simultaneous projects, while maintaining attention to detail.
- Superior written and verbal communication skills
- Proficiency with Microsoft Office and GoogleDocs. Knowledge of NGPVAN preferred.
- Access to a car, laptop, and cellphone.
- Familiarity with Pennsylvania politics and campaign finance preferred.

Role is based in Harrisburg, PA, and requires in-person work.

Salary range from \$4500-\$5000/month, including a platinum level healthcare package with dental and vision, and a 401(k) with an up to 8% match with one year vesting period. The HDCC has a comprehensive employee handbook which covers vacation time, sick time and other employee benefits, as well as the HDCC Code of Conduct.

Interested applicants should send their resume, cover letter, and three references (in PDF form) to madeline@pahdcc.com. Please put 'Director of Operations' in the subject line.

PA HDCC is an equal opportunity employer and committed to providing employees with a work environment free from discrimination and harassment. The PA HDCC is committed to including groups historically underrepresented due to race/ethnicity, religion, age, gender identity, sexual orientation, veteran status, and/or ability. We strongly encourage members of underrepresented and marginalized communities to apply.