

Job Description Operations Manager

- Maintains Office and greets visitors
- Keeps Party files, both digital and physical, updated and organized
- Assists Treasurer with Party financial records
- Assists with annual major fundraising dinner and auction
- Coordinates with Communications Chair on newsletter, website, emails, social media and message
- Maintains mailing, PC, donor, and volunteer lists
- Attends community events as directed by Executive Committee
- Recruits and supervises interns as directed by Executive Committee
- Works with Precinct Coordinators to maintain PC documents and resources
- Oversees volunteer and intern training and activities
- Assists all Executive Committee members in achieving their objectives
- Takes minutes; distributes, and files them under supervision of Party Secretary
- Serves as liaison to candidates as directed by Executive Committee
- Other duties as assigned

Salary: \$1300 per month.