



REPRESENT PA

Powering Progressive Women in Harrisburg

Operations Coordinator/Manager at Represent PA

Represent PA is the only organization in Pennsylvania focused on investing in pro-choice Democratic women candidates across the entire commonwealth for both the PA House and Senate.

Our goal is flipping the PA Legislature to Democratic majorities with strong progressive women, by:

- Electing more women to change our political heritage.
- Changing Pennsylvania's legislature to be more responsive to citizens' needs.

Represent PA is unique in Pennsylvania:

- We only support women candidates with a path to victory.
- We have a state-wide view – across the commonwealth.
- We work with organizations who support women—including Emerge & Emily's List.
- We give early money to counteract the establishment view of viability and electability for other than establishment candidates.

As Represent PA prepares for the upcoming election cycle, we anticipate that the organization will grow and we are looking for the right individual to join our team to manage and improve operations.

The operations coordinator/manager will join as the lead team member responsible for overseeing a wide variety of projects and tasks. They are responsible for making sure that the organization is running smoothly. This individual should demonstrate strong organizational skills and attention to detail.

This position reports to the Executive Director, but the individual needs to prioritize work and be able to work independently with input from many other team members. The position is part-time (up to 20 hours/week), will be located in Philadelphia, PA, and is a work-from-home position.

Key Requirements:

- Bachelor's Degree preferred
- Excellent written/verbal communication skills
- Detail-oriented
- Project management experience with ability to follow up to ensure tasks are completed
- Database management experience

Responsibilities cross all areas of the organization where objectives are in place.

Managing:

Many activities are carried out by volunteers. This individual must put in place processes and procedures specifically for recruiting, managing and retaining volunteers. Maintaining efficient communication with volunteers is crucial.

Monitoring:

The operations coordinator/manager must make sure that all activities are monitored on a regular basis with a focus on achieving tasks and objectives. If indications are that things are not on track, this individual must intervene and coordinate actions to bring things back on track.

Responsibilities:

Many tasks and day-to-day activities surround the organization -- communication, development and political committees specifically, as well as working with volunteers and the Executive Director. Examples include:

- Maintenance of all print and electronic materials -- website and social media -- ensuring organizational identity and messaging is updated and consistent across platforms
- Supporting research to expand potential donor list, as well as acknowledgement and recording of gifts/donors
- Ensuring the endorsement process is implemented correctly, along with gathering candidate information
- Managing volunteers, including responding to volunteer inquiries
- Managing and updates committee tasks along with those of the Executive Director
- Managing all databases with high level of comfort with multiple web-based programs
- Recruiting, hiring and supervising intern(s)

To Apply: Submit a cover letter explaining why you would be a great fit, along with a resume detailing your experience to info@RepresentPA.org