



Carolina Federation **Operations Coordinator**

About the Carolina Federation

The Carolina Federation is a statewide organization that brings local people together across race and the rural-urban divide to build political and electoral power in their own communities and across North Carolina. At a time when the right-wing holds power in our state, we are developing a bold approach to community organizing and voter engagement in North Carolina. We know that by unleashing the full potential of our diverse communities we can create real change in the lives of our people, win elections that were previously unwinnable and transform the political terrain.

About the Operations Coordinator Position

The Carolina Federation is seeking a full-time Operations Coordinator to support the growing operation and administrative needs for our multi-entity organization. The Operations Coordinator will be supervised by the Operations Manager, and will work directly with the Operations Manager, Co-Directors, and staff of the Carolina Federation to ensure that our internal administrative systems, processes, and policies run smoothly. The Operations Coordinator will also be responsible for bottom lining logistics and planning for many of our community-based events and trainings.

Specifically, the Operations Coordinator job will have the following focus areas:

Administration and Operations

- Tracking expenses for accounting purposes
- Paying bills, writing checks, and processing reimbursements
- Managing expense cards
- Mail pick up
- Depositing checks at bank
- Tracking independent contractors and tax documents
- Basic website updates
- Ordering supplies for various programs
- Coordinating rent/internet for office space(s)
- Work with Chapter leadership on monthly dues and financial reports

- Work with Operations Manager on fiscal management and legal compliance, including:
 - Monthly accounting and financial reconciliation
 - Ongoing grant tracking and reporting
 - Reports for PAC and Independent Expenditures as needed

Human Resources

- Posting job descriptions
- Supporting creation of new internal policies as needed
- Onboarding new employees for payroll and benefits
- Benefits management

Event Coordination and Logistics Support

- Identifying spaces/venues
- Finding and securing accommodations needed for staff and/or participants
- Coordinating meals, snacks, drinks and accessories
- Buying training and/or event supplies and getting those to the right staff people
- Coordinating event registration and working with staff to support outreach and follow up needs
- Coordinating support to meet accessibility needs of a training or event, including interpretation, closed captioning or ASL, support for people with seeing impairments, childcare, etc.

What We're Looking For In An Operations Coordinator

Below are the types of skills, qualities, and experiences that we look for in an office manager:

- At least 2 years experience in nonprofit and/or political campaign administration
- Excellent organization and prioritization skills, strategic thinking, and strong ability to manage a high-volume of competing tasks
- Sharp attention to details, deadlines, and timelines
- Ability to identify needs and challenges and proactively pursue solutions
- A commitment to interdependence -- bringing your best, relying on the strengths of others, and knowing that we are responsible for each other's success and well-being.
- Good communication skills including ability to build rapport with people across various backgrounds
- Willingness to be in ongoing learning about systems and technology
- Experience volunteering or working on an electoral campaign or a local issue organizing campaign a plus
- A deep personal/political commitment to building power through elections, issue campaigns, base-building and organizing, centered around the leadership of working-class people and people of color.

Benefits and Compensation

This is a full-time, salaried position at \$45,000-\$55,000 a year, based on equity, experience and qualifications. We currently offer 100% employer paid health care (medical/dental/vision) for employees and dependents. We also offer disability coverage, life insurance, dedicated professional development funds for each staff member, a generous flexible paid time off policy, and a home office upfit stipend.

Location and Travel

Applicants must live in or be willing to relocate to the Triangle region of North Carolina (Durham, Raleigh, Chapel Hill). However, the majority of the work for this role can be done remotely.

How to Apply

Please upload a cover letter, resume, and three references to jobs@carolinafederation.org by May 10, 2022.

In your email or cover letter, please include how you heard about this position!