



## **Operations Associate**

The New Hampshire Democratic Party (NHDP) is seeking a Front Desk Operations Associate to staff the Party's lobby and manage all constituent intake. The Front Desk Operations Associate will report to the Chief Financial Officer and will work with the entire Party team. Salary is commensurate with experience with fully-paid health, dental & vision insurance premiums for the staff member.

### **Key responsibilities will include:**

- Staffing the front desk of the NHDP building, admitting visitors, and managing calendars
- Managing the intake of phone calls and emails, answering constituent questions, and directing voters to the appropriate campaign or service
- Overseeing the reservation and schedule of conference room space
- Ensuring that the Party building and entryway are presentable to visitors at all times. Will require cleaning of shared spaces
- Other responsibilities as assigned

### **Desired qualifications are:**

- Deep commitment to the Democratic Party and our platform
- Strong interpersonal skills with the ability to communicate effectively with a wide range of people
- Excellent time management and organization
- Willingness to work evenings and weekends as needed
- Strong communication skills required
- Past political experience is not required

### **How to Apply:**

Interested candidates should submit their resume, a detailed cover letter, and one writing sample to [resumes@nhdp.org](mailto:resumes@nhdp.org). Please list "Operations Associate" in the subject line. No calls, please.

### **Background - Our Party**

New Hampshire Democrats stand for policies that support strong, healthy communities and families, a strong economy with opportunities for growth and a fundamental system of fairness and justice. Democrats are committed to spurring job creation, building our infrastructure, and bringing fairness and opportunity to our economy and our civic life. We believe that healthy communities and strong families are essential to the well-being of our citizens and to our ability to foster business development and a vibrant economy. We are committed to upholding the right of every eligible voter to cast their ballot free from unnecessary restrictions. We pledge a government that works collaboratively across the aisle to address the issues that matter to the people of New Hampshire.

**The New Hampshire Democratic Party is an equal opportunity employer committed to creating an inclusive workplace. The NHDP is dedicated to the achievement of equality of opportunity for all its employees and applicants for employment without regard to race, color, religion, sex, gender identity and expression, sexual orientation, marital status, age, national origin or disability.**