

## **2024 NEW HAMPSHIRE Coordinated Operations Associate**

Start Date: **As soon as possible**

### **Description**

The New Hampshire Democratic Party Coordinated Campaign is seeking an Operations Associate to ensure that Vice President Harris and Democrats up and down the ballot secure victory in November.

This position will report to the Chief Operations Officer and is based in New Hampshire.

### **Responsibilities**

- Coordinate with members of the organizing team on field office needs.
- Coordinate with the political team to execute local and national events.
- Help with operational tasks such as purchasing supplies, tracking inventory, etc.
- Assist with field logistics for large scale events.
- Other duties as assigned

### **You'd be a good fit for this role if...**

- You have a strong commitment to Democratic values and enthusiasm for electing Kamala Harris and Democrats up and down the ballot.
- Excellent interpersonal and communication skills, both verbal and written.
- Ability to adapt to a fast paced, changing work environment.
- Ability to work long and irregular hours, including nights and weekends.
- A valid driver's license and reliable transportation.

This role is a full time, in-person position located in Manchester, NH. The salary for this position is \$5,000 per month.

### **How to Apply:**

To apply, e-mail your resume to [resumes@nhdp.org](mailto:resumes@nhdp.org) with “[Your Name]: Operations Associate” as 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. Women and Black, Indigenous and People of Color (BIPOC) are strongly encouraged to apply.***

The New Hampshire Democratic Party (NHDP) is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The NHDP is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or disability, or any other legally protected basis. The NHDP is committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law. The NHDP will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

All information provided to the New Hampshire Democratic Party must be accurate and truthful. In the event that any information on your resume or related materials are found to be untruthful, the NHDP reserves the right to disregard applications or take immediate disciplinary action, up to and including termination, and also reserves the right to take legal action for related damages.

Accessibility Note: We invite all interested and qualified candidates to apply for employment opportunities. If you require any accommodation in the application process, you may request a reasonable accommodation.

The New Hampshire Democratic Party believes in the importance of privacy for all individuals and is committed to handling personal data responsibly and securely. This means being thoughtful about the data you share with us, how we use it, and how we protect it.