



## **Alaska Coordinated Campaign Deputy Operations Director**

**Title:** Coordinated Campaign Deputy Operations Director

**Reports to:** Coordinated Campaign Operations Director

**Description:** The Alaska Democratic Party is seeking a Deputy Operations Director for the 2026 Coordinated Campaign. The Deputy Operations Director will support the statewide operations program, ensuring smooth logistics, budget management, HR processes, and departmental coordination.

The Deputy will help manage staff, implement processes, and maintain operational systems to support the campaign's field, voter access, data, and communications programs. This is a full-time position based in Anchorage, AK, with travel as needed. This position reports to the Operations Director.

Please apply using this link: <https://forms.gle/PCGHZJXSkmKeyocu6>

### **Duties and Responsibilities**

- Support the Operations Director in managing day-to-day campaign operations, including budget tracking, payroll, benefits, and expense reconciliation.
- Assist in maintaining accurate records of revenue and expenses for compliance reporting.
- Support HR functions for coordinated campaign staff, including onboarding and offboarding, maintaining HR records, and implementing policies.
- Assist in office management, including securing office space, negotiating leases, and maintaining utilities and supplies.
- Support logistical operations across departments, including vendor coordination, ordering materials and merchandise, and conducting supply audits.
- Hire, train, and manage operations staff or fellows, providing coaching, feedback, and fostering an inclusive, accountable team culture.
- Develop and maintain operational systems and processes that support program efficiency and compliance.
- Collaborate with other campaign departments to ensure seamless operational support for field, voter access, data, and communications programs.

- Perform additional duties as assigned by the Operations Director.

## **Required Skills, Abilities, and Experience**

- 2+ cycles of campaign, advocacy, administrative, or operations experience; previous statewide operations experience strongly preferred.
- Experience managing staff and/or volunteers, including coaching and professional development.
- Proficiency with Microsoft Office, Google Suite, and basic accounting/operations tools.
- Strong organizational skills, attention to detail, and ability to manage multiple projects simultaneously.
- Ability to collaborate across teams and implement creative solutions to operational challenges.
- Familiarity with payroll, benefits, and budget tracking preferred.

## **Compensation and Location**

The salary for this role is \$7,000 a month.

The final date of employment will be 11/15/2026.

Applicants must live in or be willing to relocate to Alaska. Applicants must have the ability to travel throughout the state for up to several days at a time and must have a valid driver's license.

## **Benefits**

This position will come with benefits, including dental, vision and health insurance, 100% covered by the Alaska Democratic Party. Benefits become active on your first day of employment. Employees can add partners and dependents to health benefits but are responsible for covering the additional cost.

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