

Operations Assistant

Montana Voices & Votes

About Montana Voices & Votes

Montana Voices is a civic engagement project committed to ensuring that every Montanan is able to participate fully in our democracy. Our mission is to build a civically powerful statewide network of nonpartisan organizations that collaborate on civic access and voting rights, voter modernization, civic engagement, and leadership development. Our mission is centered on engaging and empowering underrepresented communities, building sustainable power needed to eliminate barriers to civic participation, and guaranteeing that policy-making is guided by the public.

Montana Votes is a statewide network committed to ensuring that every Montanan is able to fully participate in our democracy. Montana Votes is a model for coordination among advocacy, community and grassroots organizations. We focus on strategically persuading and mobilizing voters through data-driven and evidence-based tactics to achieve electoral wins. Our mission is to recruit and elect public leaders to build the power needed to eliminate barriers to civic participation and guarantee that policy-making is guided by the public.

Description

Montana Voices & Votes seeks a part-time or full-time Operations Assistant to support our staff and coalition partners to collate information in support of our collective goals. This person must be detail-oriented and should be excited by building systems to track and communicate information in an accessible and clear manner.

Responsibilities

- **Program Administration:** Support staff in tracking the progression of litigation, policymaking, ballot measures, and supporting other program priorities.
- **Operations:** Support operational needs including coordinating meeting logistics, taking notes, and communicating next steps; maintain internal tracking systems for budgeting, fundraising, and partner program support.
- **Communications:** Support program and executive staff by managing regular update emails and other communications as needed to support partner organizations.

Required Qualifications & Experience

- Proven commitment to detail and accuracy in executing tasks;
- Strong verbal and written communication skills;
- Ability to meet agreed upon deadlines;

- Adept at learning and implementing computer-based or app-based solutions for organization and communication (i.e., G Suite, Slack, learning management systems, etc.);
- Proven ability to work independently while also succeeding in a collaborative team environment.

Preferred Qualifications & Experience

- Understanding of legislative, judicial, and administrative processes and an ability to identify opportunities and threats;
- Prior experience tracking budgets;
- Familiarity with planning meetings or events.

Compensation: Part-time or full-time depending on applicant (12-40 hours/week); \$55,000/year full-time (or equivalent part-time hourly)

Location: Remote work in Montana

Benefits

- Employer-paid employee health and dental insurance (partial reimbursement for part-time employee), or health insurance reimbursement arrangements
- Vision insurance and Flexible Spending Account options
- Generous paid leave options (including vacation, sick, and paid holidays)
- Flexible work schedule
- Office equipment, cell phone, and internet stipend

To Apply

Please provide a cover letter, resume, and three references to info@mtvoices.org (info at mtvoices dot org). To ensure your submission is properly routed, your subject line should be: "Operations Assistant." Applicants will be accepted until the position is filled; however, preference will be given to resumes received by May 20th. No calls please.

MT Voices & Votes is an equal opportunity employer. Qualified individuals are encouraged to apply without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.