



OPERATIONS SPECIALIST

The Election Administration Resource Center dba the [Ranked Choice Voting Resource Center](#) (RCVRC) is an election policy nonprofit based in North Carolina and Washington, DC. Our mission is to collect, distribute, and analyze information regarding the adoption, implementation, and impact of ranked-choice voting. We are a 501(c)(3) nonprofit organization that provides information, research, and tools to teach the public about ranked-choice voting (RCV). Governed by a four-member board, our Executive Director and staff handle the day-to-day activities of the organization.

Program Description

The position supports the workload of current staff fulfilling our mission, duties, and responsibilities. Staff consists of four full-time and two part-time positions. The ideal candidate must be a self-starter and possess the ability to work independently and with a team.. This is considered a full-time remote position with some in-person meetings and travel. Tasks include but are not limited to learning and assisting with research, writing, editing, collaborating, presenting, fielding questions, and providing services to RCV stakeholders. This position will provide support to all work areas within the organization.

Key Responsibilities

- Ensure compliance with all applicable local, state, and federal laws and regulations,
- Maintain working relationship with staff and stakeholders,
- Functions as staff liaison to the public,
- Must have moderate to advanced computer skills and knowledge of general software programs,
- Excellent verbal and written communication, and the ability to convey important information clearly and effectively,
- People person, able to provide excellent client service,
- Great listening skills and able to take direction from individuals in higher-level positions,
- Excellent time management,
- Responsible, goal oriented and organized,
- Find solutions to workplace challenges.
- Excellent interpersonal skills and the ability to influence without authority
- Comfortable and effective in demanding environments

Job Requirements

- Bachelor's degree or equivalent work experience,
- Excellent problem-solving skills with the ability to engage subject matter experts selectively and effectively
- Strong organizational skills to successfully manage detail and overall plan
- Capable of working with all relevant disciplines and staff located across locations/time zones
- Self-motivated with the ability to drive projects.

Benefits

- Competitive salary; commensurate with experience
- Employer matched SIMPLE IRA
- Paid vacation/holidays/sick/parental leave
- Flexibility to balance quality work and personal lives; volunteer service within community is encouraged
- Ability to flex time

Application Details

The Election Administration Resource Center is an equal opportunity employer committed to building and maintaining an inclusive and diverse group of team members. We promote a policy of equal treatment and opportunity and prohibit discrimination in any aspect of our hiring and promotion process with regard to disability, race, age, religion, sexual orientation, partnership status, gender and/or gender identity or expression, marital, parental or familial status, national origin, ethnicity, alienage or citizenship status, veteran or military status, or any other basis protected by law.

Please send a resume, three references, 1–2-page writing sample, salary history, and requirements, along with a cover letter of no more than two pages, to rosemary.blizzard@rcvresources.org. The position will remain open until filled. No phone calls or emails, please (other than as specified above).