

running start

Programs & Operations Assistant Job Opening

Application Open	April 15 - 20, 2023
Job Type & Location	Full time 90% virtual 10% travel
Start Date	May 1, 2023 (or later if requested by selected candidate)
Application	Apply at runningstart.org/jobs

Running Start Running Start is a nonpartisan nonprofit that trains young women to run for political office. Join Running Start's dynamic team that has given 25,000+ young women the confidence, capabilities and connections they need to run for office and win!

Responsibilities

- Work on Programs Team to help plan, implement and follow up on 50 trainings per year.
- Communicate with applicants, parents/guardians, program participants, alums.
- Work closely with Monitoring & Evaluation Team to track success of programs.
- Support Communications Team efforts to promote programs.
- Work on Operations Team to track revenue and expenditures. Pay bills and cash checks, as needed.
- Support Operations Team duties relating to business insurance, staff pay & benefits, tax receipts, 990 tax return, etc.
- Coordinate with Development Team about expected and received revenue.
- Support Data Team efforts in use of Salesforce to track applicants, participants, alums, donors.
- Facilitate Running Start programs around the country.

Salary & Benefits

- \$42,500 / year.
- Health, dental, and vision care (100% of premiums & health care deductible paid by Running Start).
- Ability to enroll in 401(k) retirement plan, with 5% match.
- 40 days or 10 weeks of PTO / year.
- No meeting Flexible Fridays. Option for 4 day workweeks (when responsibilities allow).
- Pre-tax withholding for optional benefits (life insurance, commuter benefits, childcare, etc.)

Ideal Candidate

- Strong interest in and enthusiasm for promoting women's equality in politics.
- College degree or equivalent experience.
- Work experience (internship or full-time).
- Interest in working independently and on teams.
- Ability to meet recurring and other deadlines.
- Extreme attention to detail.
- Excellent organizational skills.
- Strong Excel / Google Sheets skills.
- Flexibility to adapt to changing responsibilities.

Equal Opportunity Employer

Running Start is an equal opportunity employer. Running Start reserves the right to conduct a background check after a conditional offer of employment has been made.

Questions? Contact Melissa Richmond at 818.903.9150 or jobs@runningstart.org.