



NATIONAL ASSOCIATION of STATE ELECTION DIRECTORS

Job Title:

Operations Associate

Founded in 1989, the [National Association of State Election Directors](#) (NASED) is a nonpartisan, nonprofit professional association for state election directors in all 50 states, the District of Columbia, and the five US territories. In each of their states or territories, election directors are responsible for implementing election laws and policies, maintaining the voter registration database, and working with local election officials to ensure a successful voting experience for all voters, among many other responsibilities. NASED facilitates the distribution of election administration best practices and information across the states and territories.

This position is part-time and fully remote, but the candidate must live in the United States. Travel to support NASED's Winter and Summer conferences is required (approximately 10 days per year).

This position reports to NASED's Executive Director. This role does not supervise any staff.

Position Summary:

A part-time (approximately 20 hours per week), fully remote, Operations Associate for a small nonpartisan, nonprofit membership association. Reporting to the Executive Director, this new role will support all the organization's operational needs.

The responsibilities of this position will include, but are not limited to, the following:

- Help update and maintain website content;
- Help maintain NASED's social media presence, including developing content and creating basic graphics;
- Work with NASED's controller on monthly financial reports and with the auditor and accountant on annual reports and filings;
- Monitor and assist with responses to inquiries sent to NASED's shared inboxes;
- Maintain organization distribution lists;
- Assist with scheduling Board and Committee meetings;
- Assist with conference planning, including developing the conference website via the conference management platform, creating and proofing materials, planning activities, and budgeting;
- Support the execution of two national conferences per year;
- Create and send annual invoices to organization members and Corporate Affiliate members;
- Other duties and special projects as assigned.



NATIONAL ASSOCIATION of STATE ELECTION DIRECTORS

This position requires:

- At least five years of professional experience;
- Proficiency with Quickbooks, Twitter, Facebook, Google Suite, and Microsoft Office;
- Willingness and ability to work in a nonpartisan manner and be committed to the election process;
- Excellent written and spoken communication skills;
- Strong attention to detail;
- Strong critical thinking, organizational, and time-management skills;
- Ability to work with sensitive and/or non-public information and adhere to confidentiality requirements;
- Demonstrated experience managing small-to-medium sized projects **or** demonstrated experience planning events with multiple vendors;
- Interest in learning new software applications and/or skills;
- Ability to work independently but also collaborate effectively with management and other key partners.

The ideal candidate will also have:

- Experience using Cvent, Canva (or other graphic design tool), YouTube Creator Studio, iMovie (or other video editing tool), Google Ads, Google Analytics, and Squarespace (or similar content management platform);
- Basic knowledge of or experience with HTML;
- Proficiency with additional software applications and social media tools.

To apply, please submit a resume and cover letter detailing your interest to info@nased.org.