

### Five Reasons to be our Operations & Events Manager at the Analyst Institute:

1. You'll be a critical part of a tight-knit team. You may never have heard of us, but we are a unique and powerful (albeit quiet) part of the progressive movement. You'll be a lynchpin member of our 14 person team, keeping the operations humming while we change the country together.
2. You'll go home happy. Our job is to invent, test and spread secret weapons for progressive campaigns and nonprofits. It's super satisfying to work on projects that really make a difference.
3. You'll massively grow your network. We work closely with almost all the big names in the progressive movement, and you'll have a chance to interact with many of those folks.
4. You'll learn a ton. For someone early in their career, we'll offer a lot of training and support. You'll pick up significant organizational management skills that will serve you very well in any leadership role in the future.
5. You'll have a good work / life balance. If you think the only jobs in progressive politics are low-level burn-out jobs, think again. Sure, we work really damn hard during election season. But we care about our people, give lots of good benefits and time off, and pay people what they are worth.

### What You'll Do:

The Operations & Events Manager will have a very diverse task list. On any given day, you might:

- Manage a 100-person event.
- Recruit progressive organizers to join our community.
- Run our financials -- invoicing, accounting, budgeting, taxes, etc.
- Research a new time-tracking system and make a recommendation to the Executive Director.
- Solve quirky problems on the fly, like where to find lunch for 50 people in Seattle in the next 15 minutes, or how to pay back taxes to the state of Indiana.
- Welcome and orient new staff and interns.
- Plan social events and retreats.
- Or a dozen other things that support our staff and progressive partners.

### You'll Be a Good Fit if You Are...

**Progressive.** AI's staff is committed to political and social change, and our focus on our mission keeps us fired up through the hard work.

**Hungry to learn.** We will give lots of training, and stretch you to take on tasks you haven't done before.

**Tenacious.** You stick with your projects until they are done, even the hard and annoying ones. This role will have a lot of autonomy, so you'll need to be great at keeping yourself on track and using your time wisely. And you secretly enjoy calling the bank

**Outgoing.** You'll be interacting with lots of AI's partners, so people skills are a must.

**Calm under pressure.** You'll be in charge of some big and complex events, so you should thrive in peak moments.

**A Spreadsheets.** You don't need deep data analysis skills, but you have to like numbers, and especially be comfortable with financials.

### QUALIFICATIONS

- At least 2 years work experience, preferably in a similar role.
- Progressive political or activism experience.
- Basic Excel skills are required; big plus if you've worked with Quickbooks or some other accounting system.
- Experience managing events, of nearly any kind -- political appearances, protests, media briefings, retreats, conferences, even big parties!

- Experience handling payroll, taxes, benefits, invoicing, accounts payable or related tasks is a big plus.

## LOGISTICS

**Location:**

Washington D.C., McPherson Square.

**To Apply:**

Send an email to [jobs@analystinstitute.org](mailto:jobs@analystinstitute.org) with:

- Subject line: Operations & Events Manager
  - Your resume as an attachment or a link (eg LinkedIn)
  - A cover letter that explains why you care about progressive politics / social justice
  - A screenshot or photograph of whatever system you use to keep track of your work tasks.
- Don't make up a new system, just send a shot of what you currently use.