

Deputy Operations Director

Location: This role is based in Austin, TX

Reports to: Operations Director

Position Type: Full-Time

Start date: ASAP

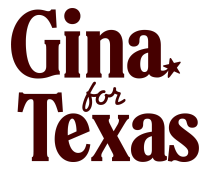
Salary: \$7,500/month

The Gina Hinojosa for Governor campaign is seeking a Deputy Operations Director to ensure the organization runs efficiently by working alongside the Operations Director to manage day-to-day operations across the state, handle complex scheduling needs, and coordinate with teams. This is a great opportunity for a strategic thinker who thrives in a fast-paced environment, enjoys creative problem-solving, is highly organized, and communicates effectively. **This is not an entry-level position.**

To apply, please send a resume and cover letter to info@ginafortexas.com with the subject line "Application for Deputy Operations Director".

Key Responsibilities

- **Logistics** – Oversee daily campaign operations to ensure activities run smoothly and efficiently, and manage campaign events, travel, scheduling, and resource allocation
- **Cross-Team Communication** – Coordinate with staff across teams statewide to keep campaign goals aligned and ensure information flows efficiently across the campaign
- **Resource and Inventory Management** – Oversee the coordination, tracking, and distribution of all campaign materials, ensuring teams are always equipped with the supplies necessary for effective execution
- **Operational Support** – Manage critical day-to-day operational functions, including timely invoice processing, up-to-date documentation, and the optimization of internal workflows and systems to ensure efficiency, accountability, and seamless campaign operations



Qualifications

- **Organizational Skills** – Strong ability to manage multiple tasks, track details, and keep operations running in a fast-paced environment
- **Problem-Solving Ability** – Capable of quickly identifying issues and implementing practical solutions, especially under tight deadlines
- **Communication Skills** – Clear and professional communication, both written and verbal, to coordinate with team members, vendors, and partners
- **Experience with Scheduling, Ops, or Advance** – Background in logistics or campaign operations is preferred to ensure strong preparedness for the demands of day-to-day responsibilities
- **Flexibility and Adaptability** - Willingness to work evenings and weekends as required