



**Organization:** [Democracy North Carolina](#)

**Position:** Program Operations Coordinator (Temporary)

**Location:** Morrisville, NC

**Time Commitment:** Part-Time, 20-25 hours per week

**Length of Position:** August 3-November 30, 2026

**Wage:** \$28/hr

**Priority Application Deadline:** July 17, 2026 (open until filled)

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## Position Overview

We are seeking a highly organized and detail-oriented Program Operations Coordinator to support our Election Protection and Nonprofit Voter Engagement programs during the 2026 election season. This temporary, part-time position will play a critical role in ensuring that volunteers, partners, and program staff have the resources, logistical support, and operational infrastructure needed to run successful voter engagement and election protection efforts.

The ideal candidate thrives in fast-paced environments, enjoys creating order from complexity, and is comfortable balancing logistics, volunteer support, data management, and event coordination. They will serve as a dependable logistical partner during one of the organization's busiest and most impactful periods of the year.

The Program Operations Coordinator is based in our office in Morrisville. Most of the work will be performed in person, though there will be some hybrid flexibility. As part of the Operations Team, this position reports directly to the People and Culture Manager, but will work very closely with staff members on our Organizing, Policy, and Communications teams.

## Responsibilities

### Program Logistics & Resource Distribution

- Coordinate the assembly, tracking, and distribution of election-season materials and resources for Election Protection and Nonprofit Voter Engagement programs.

- Manage inventory and maintain accurate records of program supplies and materials.
- Oversee resource request and order fulfillment processes, including packing and shipping materials to partners and volunteers.
- Coordinate and facilitate volunteer packing and assembly days as needed.

#### Volunteer & Partner Support

- Assist with scheduling, communications, and logistical coordination with volunteers and nonprofit partner organizations.
- Support volunteer coordination and engagement activities related to election-season programs.
- Help troubleshoot volunteer scheduling and shift sign-up processes, including support within Mobilize.

#### Training & Event Support

- Provide logistical and technical support for volunteer trainings, both virtual and in-person.
- Assist with preparing and updating training materials, volunteer manuals, and related resources.
- Support training facilitation through registration management, technology troubleshooting, and participant communications.

#### Post-Program Support

- Following key program activities and events, enter and maintain program data, including voter pledge cards, incident report forms, and other records.
- Assist with preliminary program evaluation and reporting efforts.
- Support post-election activities, including canvass monitoring and follow-up activities as needed.

#### Key Dates & Program Activities

The coordinator will support several major election-season initiatives, including:

- Nonprofit Voter Engagement activities (August)
- Vote Protector/Adopt-A-Precinct volunteer trainings (September)
- National Voter Registration Day (September 15)

- Early Voting (October 15-31)
- Election Day operations (November 3)
- Post-election and canvass support activities (through mid-November)

Some evening and occasional weekend availability may be requested during peak election periods.

## **Qualifications**

### Required

- Exceptional organizational skills and attention to detail.
- Ability to manage multiple projects and deadlines simultaneously.
- Strong written and verbal communication skills.
- Familiarity with Google Suite and Zoom.
- Ability to work independently while coordinating effectively with a team.
- Ability to work in the office a minimum of 2-3 days per week.
- Reliable transportation.
- Ability to lift and move boxes weighing approximately 20 pounds.

### Preferred

- Experience in operations, logistics, event coordination, volunteer management, or nonprofit program administration.
- Experience supporting voter engagement, civic engagement, advocacy, or election-related programs.
- Familiarity with Mobilize and AirTable.
- Experience managing inventory, supply distribution, or fulfillment processes.

## **How to Apply**

Please send the following to [jobs@democracync.org](mailto:jobs@democracync.org) with the subject line “Program Operations Coordinator:”

- Resume
- Brief cover letter with an overview of your background and interest in the position

- In your email, please share how you first learned about this position

## **Hiring Process**

- Applications will be reviewed on a rolling basis with a priority deadline of **July 17, 2026**. The role will remain open until filled, with a goal start date of August 3.
- Applicants whose skills and qualifications most closely match the needs of this role will be invited to interview with Democracy NC staff.
- Job offers are contingent upon successful completion of reference and background checks. Only prior convictions that risk the safety of our staff or the security of the organization will be considered disqualifying.
- Should you require any accommodation during the application process, please let us know and we will work with you to meet your accessibility needs.

Democracy North Carolina is a unionized workplace represented by the [Communication Workers of America](#). As a temporary position, the role of Program Operations Coordinator is not union-eligible and therefore not subject to the terms of a collective bargaining agreement.

*Democracy North Carolina is an equal opportunity employer committed to workplace equity through ongoing learning, discussion, investment in training, and continual recommitment to [our core values](#). Our organization considers applicants equally of race, color, creed, religion, sex, national origin, ability, marital status, age, gender, gender identity, sexual orientation, or prior record of arrest or conviction. We seek a workplace that reflects and embraces the full range of the nation and state's diversity.*