Claire Valdez, Democratic Nominee
New York Congressional District 7

Position: Operations Manager
Location: New York City or Washington, DC

Job Overview
Claire Valdez, Democratic nominee for NY-7 and presumptive incoming Congressperson, is seeking an Operations Manager for her congressional office. The Operations Manager is responsible for the office's budget, payroll, benefits, human resources, compliance, vendors, intern/fellowship programs, and internal systems. This is a senior role that reports to the Chief of Staff.

Responsibilities
- Oversee the office's annual Members' Representational Allowance (MRA) budget in coordination with the Chief of Staff.
- Manage district office leases in coordination with the District Director and Chief of Staff.
- Work with the Office of Payroll and Benefits to administer payroll and benefits for staff, including hiring paperwork, student loan repayment agreements, and bonuses.
- Run the office's hiring program, including the process for managing postings, applicant tracking, interview scheduling, and presenting offers.
- Establish and manage the onboarding process for new employees.
- Maintain the office's employee handbook, ensuring policies are consistent with the values of the Member and House administrative rules.
- Ensure compliance with the Congressional Accountability Act and House employment rules.
- Manage relationships with vendors, including security, custodial, software, media, and IT services.
- Manage day-to-day operations, including supplies, assets, technology and accounts, mail, and security procedures.
- Run the office's internship program, including hiring, supervision, and coordination with paid internship programs.
- Run the office's fellowship programs, including coordination with the Legislative Director and/or District Director as necessary.
- Serve as the office's primary contact with the CAO, House Administration Committee, Office of Payroll and Benefits, Office of Finance, and House Information Resources.
- Coordinate official travel policy and disclosure requirements with the Scheduler and Ethics Committee.
- Perform all other duties as assigned by the Member and Chief of Staff.

Qualifications and Characteristics

- Demonstrable experience running operations, finance, or HR for an organization. Preference if the organization had an operating budget of $1 million or more.

- Exceptional attention to detail and a record of producing flawless financial and personnel work.
- Demonstrable experience managing a budget of $1 million or more is preferred.
- Warm, clear, and direct communication style, including the ability to explain complex rules or processes to colleagues in a simple and understandable way.
- Discretion with confidential personnel and financial information.
- Direct working knowledge of House financial and payroll systems and the Members' Congressional Handbook is preferred.
- Experience running operations or HR for a House or Senate office is preferred.
- Familiarity with office systems and software, including Google Drive, Microsoft 365, Slack, Airtable, Fireside, IQ, Asana, or others.
- Alignment with the Member's democratic socialist values and platform.
- Familiarity with New York City or NY-7 is a plus.

Terms and Compensation

This is a full-time, salaried, benefits-eligible position based in Washington, DC or New York City, with occasional travel between DC and NYC. The starting salary is **$95,000.** Employment will begin upon the Member's swearing-in in January 2027.

How to Apply

Interested applicants should apply **here.** Please include the email and phone number for two professional references. Applications will be reviewed on a rolling basis.

The office of Representative Claire Valdez is an Equal Opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, religion, socioeconomic status, sex, sexual orientation, gender identity and expression, age, disability, marital status, parental status, or veteran status. Candidates from marginalized communities are encouraged to apply.