



# GROSSMAN SOLUTIONS

**Position Announcement  
Operations Director  
Grassroots Vaccination Campaign  
Connecticut (Remote Possible)**

Grossman Solutions, in partnership with the State of Connecticut Department of Public Health, is seeking an experienced Operations Director for a grassroots outreach campaign to help Connecticut receive the COVID-19 vaccine. The paid canvass is part of a larger grassroots outreach campaign to schedule Connecticut residents for COVID-19 vaccination appointments and educate them on the vaccine. The campaign will prioritize majority African American and Latino neighborhoods to ensure an equitable vaccination rollout.

This is a great opportunity for a proven operations leader who wants to play a critical role in increasing the number of Connecticut residents who receive the COVID-19 vaccine. The ideal candidate possesses excellent judgment and thrives in a fast-paced environment. We are looking for a candidate who enjoys creating systems and processes, and fostering talent and supporting staff at all levels.

The Operations Director will report to the Campaign Manager and directly supervise the Operations Coordinator.

This position begins immediately and is currently envisioned to last until Labor Day. Pay is competitive and benefits include a health insurance stipend.

## **Job Responsibilities**

- Ensure that equity, diversity, and inclusion is at the center of all campaign activities, including hiring process and management practices
- Establish and maintain all necessary personnel policies, technology, security and COVID-19 protocols, and office infrastructure
- Manage all human resources functions, including processing employee payroll and benefits, and handling personnel and performance issues with the appropriate supervisor
- Assist Grossman Solutions and campaign staff with talent recruitment (screening, hiring, conducting background checks, on/offboarding). The campaign will employ up to seventy (70) staff including canvass supervisors, canvassers, community organizers, operations support, data support, and quality control officers
- Scout and set up campaign offices
- Organize and prepare canvasser schedules including managing time off requests, ensuring that locations are fully staffed, and notifying the staff of any emergency changes
- Equip staff with the gear, technology, and other office equipment needed to execute a grassroots campaign
- Manage campaign budget and financial reporting to Grossman Solutions and the state of Connecticut, in collaboration with the Campaign Manager, the Grossman Solutions Operations Director, accountant and bookkeeper



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- Prepare financial reports as requested
- Process all invoices, billing, and payments in collaboration with the Grossman Solutions Operations Director
- Serve as a liaison and manage all vendor and service provider contracts
- Ensure compliance with all state and local laws
- Other responsibilities as needed

## Qualifications

- 5+ years' experience in operations or human resources roles, preferably in a campaign environment or a similar fast-paced setting such as the restaurant industry
- Demonstrated ability to build and foster equitable and inclusive environments
- Proven track record of building trust and supporting diverse staff across multiple locations
- Ability to work in a fast-paced environment and work evenings and weekends as needed
- Strategic, analytical and tactical thinking skills, with a demonstrated capacity to successfully plan and problem solve
- Strong leadership qualities
- Superb interpersonal skills
- Ability to exercise sound judgement, discretion, and tact in complex and sensitive HR situations
- High level of professional integrity, positive demeanor, and a sense of humor
- Deeply organized and attentive to details
- Highly proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace (Docs, Sheets, Slides, Gmail, Drive)
- Excellent written and verbal communication skills
- The Operations Director will be subject to a background check
- Experience in Connecticut is a plus
- Bilingual in Spanish is a plus

## Location

This position can be remote, but may require some travel to and within Connecticut.

## To Apply

Please submit resume and cover letter online at [grossmansolutions.com/jobs](https://grossmansolutions.com/jobs). Applications will be evaluated on a rolling basis.

Grossman Solutions is an equal opportunity employer committed to a diverse, inclusive and equitable workplace. Grossman Solutions does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, veteran status or any other protected category under local, state or federal law.