



JOIN THE TEAM: **OPERATIONS MANAGER**

About adeo

Adeo Advocacy is a woman-owned and led communication and creative agency headquartered in Baltimore, MD. Powered by a team of talented communicators, writers, organizers, digital strategists, creative ideologists and political operatives, we work with clients across industry to build layered campaigns that amplify brand position, educate communities, engage supporters and connect with consumers.

Operations Manager

We are looking for someone with impeccable attention to detail who won't rest until things are perfect. Reporting directly to the President, this is a critical position for the company, offering valuable exposure and interaction with the firm's partners and other senior team members.

The Operations Manager will have dual responsibility for the daily, hands-on functions of operations and for executive assistant tasks in support of the firm's partners. This includes creating management reports, client correspondence, support with marketing materials, handling sensitive information and processes such as invoicing and contract management and executive functions like scheduling, travel preparation and other personal matters. The Operations Manager will play a pivotal role in maintaining an organized and productive agency while gaining valuable exposure to high-level communications and public relations strategies and tactics across various industries. The position provides a great opportunity to learn the internal workings of a successful agency while being exposed to interesting, often inspiring and sometimes high-profile client organizations and initiatives.

Specific responsibilities will include:

- Manage partner schedules, travel and meetings - and provide support with personal tasks.
- Support partners in asset preparation, production and proofreading and client correspondence.
- Support and maintain the development and ongoing management of project schedules, project briefs, project financial management and other relevant project documentation with input from cross-discipline teams.



- Participate in client discussions related to project plans and help set expectations on due dates needed to meet client goals and objectives.
- Communicate the status of integrated initiatives across multiple projects to ensure successful delivery of client deliverables.
- Ensure the quality and consistency across all projects is consistent with adeo and client brand guidelines, including the preparation, editing, and formatting of documents for clients and management reports.
- Maintain and update adeo's website and post to social media platforms for clients and adeo as necessary.
- Manage the invoicing and management of client accounts.
- Support communications project research and data management.

Requirements

- Bachelor's Degree preferred.
- Excellent written, verbal and presentation skills.
- Driven, creative and resourceful.
- The ability to work calmly and efficiently in a fast-paced, entrepreneurial environment.
- Excellent oral and written communication skills.
- Detail and task-oriented problem solver

Compensation

Competitive base salary starting at \$50,000 with an excellent benefits package including partial employer-paid healthcare and 401k with employer match.

To apply

Please submit your cover letter, resume, salary requirements and references to hello@adeoadvocacy.com with OM in the subject line. Include in your cover letter 1) examples of why you are the kind of detail-oriented, self-starter capable of taking our internal processes to the next level and 2) the word kakorrhaphiophobia. Submissions that do not meet all of the requirements above will not be considered.