

Political Ops Associate

Job description

Political Ops Associate

Do you have a passion for the intersection of politics and technology? Apply to be a part of our innovative team, working at the bleeding edge of political technology.

At Neptune, we focus on one thing so that we can do it our best. We deploy the latest technology to help clients succeed in politics, across advocacy, public affairs, and elections. We ensure our clients avoid the pitfalls of technology disruptions and capitalize on the opportunities created by these changes.

As a member of the Political Ops team, you'll help ensure high-quality data, optimize campaign workflows, and operationalize our proprietary advocacy tools. Your work will directly impact how AI is reshaping political influence and outcomes.

What you'll do:

- Support the day-to-day execution of political advocacy and campaign operations, with a focus on ad production, accuracy, and on-time delivery
- Assist in preparing campaign inputs such as targeting lists, creative briefs, copy drafts, and messaging notes under the direction of senior team members
- Help build, QA, update, and organize influencer, stakeholder, and voter datasets to ensure data is clean, complete, and campaign-ready
Support digital ops team by translating defined campaign goals into properly formatted targeting and production materials
- Conduct quality assurance checks on campaign assets, targeting files, and documentation before launch
- Assist with testing and basic validation of internal advocacy and AI-powered tools, logging feedback and flagging issues for review
- Track campaign tasks, timelines, and deliverables using project management tools (e.g., Asana)
- Monitor live campaigns for basic performance signals or execution issues and escalate findings to senior team members
- Maintain clear documentation, templates, and process checklists to support operational consistency and team efficiency
- Provide general production and administrative support to the political operations team as needed

What we're looking for:

- Bachelor's degree in political science, government, public affairs, communications, or a related field
- Interest in political advocacy, campaigns, or public affairs, with a desire to learn how digital and data-driven efforts are executed behind the scenes
- Familiarity with American politics and the basic mechanics of advocacy or electoral campaigns
- Some experience (internship, volunteer role, campus org, or entry-level job) supporting political, advocacy, nonprofit, or public affairs work
- Comfort working with data, spreadsheets, and structured inputs, with strong attention to detail
- Willingness to use AI tools to assist with research, drafting, QA, and operational workflows
- Basic experience with project management tools (Asana, Trello, Airtable, or similar)
- Proficiency with Google Drive; experience with Canva or similar tools is a plus
- Highly professional, organized, reliable, and able to iterate processes while juggling multiple tasks
- Clear written and verbal communication skills and comfort working with cross-functional teams

- Eagerness to grow into more advanced political operations, targeting, or campaign strategy responsibilities over time

This is a fully remote, full-time benefits eligible position. Neptune Ops provides a robust suite of benefits including: discretionary time off, health, dental, vision, mental health, pet, and legal insurance as well as 401(k) match, sick time, holiday pay, and paid time off for bereavement and jury duty. The anticipated base salary range for this position is \$60,000-\$75,000. Base compensation is determined by many factors including: geography, the candidate's skills, experience, and internal equity. In addition to base salary, employees are eligible for our annual bonus program.

To apply, please submit an application via LinkedIn.

Neptune Ops is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal, state, or local laws.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records, in a manner consistent with the requirements of the law.