EMILY’s List JOBS

Campaign Research Assistant

EMILY’s List, the nation’s largest resource for women in politics, has raised over $600 million to elect pro-choice Democratic women candidates. With a grassroots community of over five million members, EMILY’s List helps Democratic women win competitive campaigns – across the country and up and down the ballot – by recruiting and training candidates, supporting strong campaigns, researching the issues that impact women and families, and turning out women voters to the polls. Since our founding in 1985, we have helped elect 150 women to the House, 26 to the Senate, 16 governors, and nearly 1,100 women to state and local office. Nearly 40 percent of the candidates EMILY’s List has helped elect to Congress have been women of color. During the historic 2017-2018 cycle, EMILY’s List raised a record-breaking $110 million and launched a record independent expenditure campaign. We helped elect 34 new women to the House, including 24 red-to-blue victories; enough seats to have delivered the U.S. House majority alone. Since the 2016 election, more than 46,000 women have reached out to EMILY’s List about running for office laying the groundwork for the next decade of candidates for local, state and national offices.

Principal Responsibilities

The Campaign Research Assistant helps to elect pro-choice Democratic women by: presenting compelling evidence of the impact Democratic women have on building a sustainable, progressive America; providing critical information and insight on individual races and electoral trends; and ensuring that EMILY’s List operates at all times at the highest levels of accuracy. The Campaign Research Assistant’s primary responsibilities will be to work on projects for state and local race needs and others on an as-needed basis.

This is a cycle position with an end date of December 31, 2020.

Specific Duties

- Vetting candidates on specific issue areas, primarily focusing on reproductive health issues, using Nexis, votes databases, campaign finance filings, and various search tools;
- Contribute to research on potential EL-endorsed candidates particularly at the state and local level as well as materials used for communications and development;
- Contribute to research team needs by helping to track FEC filings, legislative calendars, votes and issues moving nationally and locally, and other external events on an as-needed basis;
- Communicate critical deadlines, results, and upcoming opportunities broadly with relevant EL teams;
- Support individual candidates on an as-needed basis;
- Assist with any other assignments and tasks as requested by the Research Department;
- Serve as lunch hour back-up and break relief for front desk as needed;
• Performs other duties as assigned.

Qualifications

• Experience in politics and/or advocacy, preferably in a research environment;
• Excellent research skills and attention to detail;
• Strong writing and grammar skills;
• Familiarity with AP style;
• Ability to write and edit with precision and calm during high-volume, fast-paced periods;
• Campaign or political experience preferred; commitment to women’s leadership and impact on women and families a must;
• Experience using federal and state government databases and multiple other data sources;
• Proficiency with Microsoft Excel, Google Docs, and other programs to track and present data effectively a plus;
• Precise, organized, detail-oriented;
• Pro-active self-starter with a hunger to expand the EMILY’s List community, win races, and build a sustainable, progressive America.
• Commitment to the diversity of our candidates, membership, partners, and staff required.
• Commitment and passion to elect Pro-Choice Democratic Women required.

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EMILY’s List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to researchjobs@emilyslist.org - subject line including your name and the job title. **No calls, please.**

EMILY’s List prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment based on gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran’s status, or any other basis prohibited by applicable law.

**EMILY’s List is an Equal Opportunity Employer that values a multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.**