Campaign Research Assistant

EMILY's List, the nation's largest resource for women in politics, is searching for a Campaign Research Assistant to join our Research team. EMILY's List has raised over $500 million to support pro-choice Democratic women candidates – making them one of the most successful political organizations ever. Our grassroots community of over five million members helps Democratic women wage competitive campaigns – and win. We recruit and train candidates, support strong campaigns, research the issues that impact women and families, and turn out women voters. Since our founding in 1985, we have helped elect 116 women to the House, 23 to the Senate, 12 governors, and over 800 to state and local office. Forty percent of the candidates EMILY's List has helped elect to Congress have been women of color. Since the 2016 election, thousands of women and counting have reached out to us about running for office. To harness this energy, EMILY's List has launched Run to Win, an unprecedented effort to help more women run and win at the local, state, and national levels.

Principal Responsibilities

The 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.

This is a cycle position with an end date of December 31, 2018

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 and 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 at the discretion of the Deputy Research Director;
- 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 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.