

Research Assistant

EMILY's List, the nation's largest resource for women in politics, is searching for a Research Assistant to join our Research team. 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 trained nearly 10,000 women to run and 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 - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

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.

Specific Duties

- Serve as locus for organization-wide fact checking and copy-editing needs;
- Track FEC filings, legislative calendars, votes and issues moving nationally and locally, and other external events, and communicate critical deadlines, results, and upcoming opportunities broadly with relevant EL teams as directed by the Research Director;
- Contribute to research on potential EL-endorsed candidates and materials used for communications and development;
- Support individual candidates on an as-needed basis at the discretion of the 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;
- Manage 3-4 interns per school semester;
- Perform other administrative 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, edit, and fact-check 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.

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 "Research Assistant." **No calls, please.**

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.