

Research Coordinator

EMILY's List, the nation's largest resource for women in politics, is searching for a Research Coordinator 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.

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

Principal Responsibilities

The Research Coordinator 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 Research Coordinator's primary responsibilities will be to aid in short-term, rapid response projects primarily for the state and local team and other races on an as-needed basis.

Specific Duties

- Lead and organize large-scale vetting operations;
- Write and edit rapid-response style candidate policy research, emphasizing timeliness, accuracy and style;
- Work directly with the Campaigns and Communications teams and individual candidates to identify, prioritize, conduct, and implement long-term research projects;
- Track and analyze campaign finance filings;
- Monitor in-state news and legislation to distribute to staff and proactively contribute to messaging response;
- Serve as lunch hour back-up and break relief for front desk as needed;

- Perform other duties as assigned, including fact-checking and copy-editing needs when necessary and larger Research Department assignments.

Qualifications

- One to three years' experience in a research capacity;
- Experience in politics and/or advocacy, preferably in a research environment;
- Knowledge of Nexis, campaign finance databases, voracious appetite for current events;
- Excellent research skills and attention to detail, precision, organization;
- Strong writing and grammar skills;
- Ability to write, edit, and fact-check with precision and calm during high-volume, fast-paced periods;
- Communicative and ability to interact with staffers and campaigns across the country;
- 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;
- Proactive, creative self-starter with a hunger to expand the EMILY's List community, win elections, and build a sustainable, progressive America.
- Commitment to the diversity of our candidates, membership, partners, and staff;
- Commitment and passion to elect Pro-Choice Democratic Women.

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EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to jobopening@emilyslist.org, - subject line "Research Coordinator." **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.