

Technology Assistant

EMILY's List, the nation's largest resource for women in politics, is searching for a Technology Assistant to join our Information Technology 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 Technology Assistant will support the EMILY's List IT team with common tasks, both technical and administrative. This person will work closely with all members of the IT team. This is an excellent opportunity for someone looking to enter the political technology or data space.

Specific Duties

- Assist the IT team with deployment of new computers to staff;
- Assist the IT team with basic desktop support for technical assets;
- Assist the CTO with scheduling and administrative tasks;
- Assist data staff with running ETL scripts and data entry tasks;
- Monitor a campaign help inbox for technical support issues;
- Serve as lunch hour back-up and break relief for front desk as needed;
- Perform other duties as assigned.

Qualifications

This is an entry level position. Candidates should have a strong interest in both Democratic politics, technology and basic operational knowledge of Microsoft Office and Google Suite toolsets. A Commitment to diversity of our candidates,

membership, partners, and staff and a passion to elect Pro-Choice Democratic Women is required.

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 "Technology 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.