

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. 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.

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

- Write and edit rapid-response style candidate policy research, emphasizing timeliness, accuracy and style;
- Lead and organize large-scale vetting operations;
- 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;
- Perform other duties as assigned, including fact-checking and copy-editing needs when necessary and larger Research Department assignments.

Qualifications

- 2-3 years worth of experience in a political campaign 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.

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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, - with the subject line listing your name and the job title. **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.