

Data Associate:

The North Carolina Democratic Party (“NCDP”) is seeking a highly motivated, passionate, and talented Data Associate to join our team ahead of the 2022 mid-term elections. The ideal applicant has campaign experience, works well in fast-paced environments, and has a commitment to electing progressive candidates. To confirm, this is a full-time salary-exempt position through November 15th, 2022. The Data Associate will report to the Data Director and the Executive Director. The Data Associate role is highly collaborative and crucial to the NCDP mission of electing Democrats at all levels of government in the state of North Carolina. The Data Associate will be responsible for assisting the Data team with various projects for the county parties. This position will be based in Raleigh, and travel will be required when safe. All candidates must have a valid driver’s license and reliable transportation.

A Message from the Data Director:

Some of the skills we are looking for are listed below, but if you are interested in political data and only have some of these skills, we encourage you to apply. If you are motivated to learn new skills and elect Democrats, we are excited to help you learn with our team!

Responsibilities will include:

- Utilize a ticketing system to fulfill data support requests from campaigns, including user questions and issues
- Provide direct data support to party staff, campaigns, and activists across the state
- Assist in administering VAN (Votebuilder) access and implementing VAN (Votebuilder) policies
- Develop and present VAN (Votebuilder) training materials
- Oversee and document workflows across a variety of platforms
- Assist in the creation of targeted universes and ad-hoc analysis
- Help design and build reports and tools for internal teams and stakeholders
- Support other members of the data team to complete projects as necessary
- Other duties as assigned by the Data Director or Executive Director

Requirements and qualifications:

- 1-2 years of relevant experience—this can be a combination of campaign, state party, organizing, and/or data experience
- A desire to expand your technical and political skills
- Ability to work in a fast-paced environment while remaining detail-oriented and focused on deadlines
- Strong communication skills and an ability to explain complex data reports in layperson's terms, both verbally and in writing
- A creative and analytical mindset in approach to projects and tasks
- Experience using VAN (Votebuilder)
- Proficiency in Excel or Google Sheets
- Experience standardizing and analyzing large datasets preferred
- Experience working with SQL preferred
- Proficiency in Python, R, or other programming languages preferred
- Experience using Tableau, QGIS, Data Studios or other data visualization programs preferred
- Ability to work long, irregular hours and maintain a positive attitude

How to apply:

Applications can be sent in via email, to jobs@ncdp.org. All applications must include the following items to be considered:

- 1) Cover letter; should showcase your interest in this position and highlight your unique skill set(s) and qualification(s).
- 2) Resume
- 3) Writing sample; should be from professional experience
- 4) Salary requirements
- 5) References; at least 2-3 professional contacts

Please note that the salary for this position will be based on the level of experience and familiarity with various data tools. All applications should be emailed to jobs@ncdp.org. Please only list the words "Data Associate" in the subject line. If you have specific questions about this opening, please email Operations Director, Erin Pfingston (erin@ncdp.org). Applications that are improperly submitted will not be accepted; this position will remain open until filled.

NC Democratic Party Benefits:

In addition to base salary, all full-time employees are offered a comprehensive benefits package, 100% covered by NCDP. This includes medical, dental, vision, disability, and life insurance. Benefits become active on your first day of employment. Employees can add partners and dependents to health benefits but are responsible for covering the additional cost.

EEOC Statement:

The North Carolina Democratic Party is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identify or gender expression.