

NCDP Research Tracker

The North Carolina Democratic Party (NCDP) is seeking a Research Tracker based in Raleigh to join the campaign through the 2024 election. The Research Tracker is a key member of the research team, monitoring opponents on a day-to-day basis and reporting out. The Research Tracker will be responsible for staying up to date on the activities of opponents while cultivating opportunities to drive the campaign narrative.

We are looking for someone with strong organizational skills, attention to detail, who is a responsive, passionate and determined worker with a creative approach to identifying research opportunities, and who has experience working in a fast-paced environment that requires accurate work on tight deadlines. The Research Tracker will work closely with members of the research and communications teams. We are looking for candidates who are excited about campaigns and looking to grow their research skills.

Responsibilities will include:

- Responsible for comprehensively tracking opponents' schedules
- Finding opportunities to record opponents, get them on the record, and hold them accountable
- Transcribe and comprehensively report out events and activities
- Rapid response and paid media tracking
- Other duties as assigned

Desired Skills and Qualifications

We do not expect any candidate to possess all of these skills and experiences, and we encourage you to apply even if a couple of them do not perfectly describe you.

- Interest and passion for politics, campaign experience preferred
- Attention to detail
- Ability to manage up while prioritizing multiple tasks in a fast-paced environment
- Being proactive and communicative with other staff
- A desire to hone research and political skills in a dynamic, active department
- Discretion and sound judgment when dealing with sensitive information
- A can-do attitude, and team-first mentality
- Coachable and eager to learn
- Excellent interpersonal, verbal and written communication skills
- Commitment to the NCDP's values

Logistics & Working Conditions

- Full-time position
- Generally, Monday through Friday, shall require evening and weekend hours
- Extended hours during election season, State Convention & National Convention
- Registered Democrat
- Must have a valid driver's license, a reliable mode of transportation, and the ability to travel throughout the state for more than a day at a time

Classification

Exempt (not subject to overtime); temporary position ending November 30th, 2024; bargaining unit position

Salary & Benefits:

The salary and benefits for this position are competitive and commensurate with experience. The pay is \$48,000 annually or \$4,000 per month.

Employees receive graduated vacation based on years of service, beginning at 10 days of paid vacation for new employees. Employees also receive paid holidays, paid sick leave, and various other forms of paid leave.

NC Democratic Party Benefits:

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.

Application:

To apply, please send a resume to jobs@ncdp.org. We will review a cover letter as part of your application, if you would like to submit one, but it is not required. Please only list the words "Administrative Assistant Application" in the subject line. Applications improperly submitted will not be accepted. Applications will be accepted on a rolling basis.

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 bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.