

## **NC Coordinated Campaign Data Associate**

The 2024 North Carolina Democratic Coordinated Campaign is seeking a Data Associate. We are looking for an individual who can support various program areas and help drive innovation within our Data and Analytics team.

The Data Associate will support the coordinated campaign working to re- elect President Biden, Vice President Harris, and Democrats down the ballot. Candidates should be creative, solution-based thinkers with a passion for leveraging data and technology for good.

This position is located in North Carolina and requires in-person work. This is a full time, temporary position through November 15, 2024. This position is in the CWG Bargaining Unit.

### **Job Description**

- Support the development, roll out, and maintenance of data tools and reports for the NC Coordinated Campaign
- Maintain and promote data standards to ensure proper data capture and hygiene
- Respond to and resolve data support requests in a timely manner, prioritizing urgent flags
- Support other members of the Data and Analytics and Coordinated teams to achieve strategic campaign goals

### **Preferred Skills & Qualifications**

- Previous campaign experience in any capacity
- Experience with Votebuilder
- Familiarity with Google Sheets, Excel, or any other spreadsheet software
- Good personal organization, including ability to meet deadlines and multitask
- Strong interpersonal skills and ability to effectively communicate with others
- Desire to ask questions, receive constructive feedback, and grow as a professional
- Commitment to equity and inclusion in working with staff and other stakeholders
- Access to a reliable vehicle
- Capacity and desire to work long hours in a campaign setting

### **Additional Useful Skills & Qualifications:**

- Knowledge of SQL, R, Python, or another programming language

### **Salary and Benefits**

The pay range is \$4,500 to \$5,000 per month and commensurate with experience.

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 and Interview Procedure**

Candidates should submit their resumes at <https://forms.gle/1sJkHtotUMtf8Wrg9>

*The North Carolina Democratic Party is an equal opportunity employer. We will not discriminate and will take affirmative 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 identity, or gender expression.*