

NCDP Research Tracker

The North Carolina Democratic Party (NCDP) Research Tracker will be responsible for filming and reporting on in person and remote Republican candidate events and media appearances. They will share details of tracking opportunities on Republican candidates, audio and/or video record events, prepare transcripts on event remarks, and promptly upload audio and/or video to online databases, as well as other research tasks when needed.

Responsibilities will include:

- Monitoring news clips, blogs, state and county websites, campaign activist websites and other sources in order to find and maintain schedule of tracking opportunities
- Confirming event details, candidate attendance, and getting technology ready for events
- Filming or audio recording each public event
- Preparing memos and uploading footage the same day as the event
- Researching and filming other politically relevant events
- Recruiting volunteers to assist with tracking and training and managing tracking volunteers

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.

- Initiative to work independently and follow through on all projects
- Excellent time management, planning, troubleshooting and communication skills
- Ability to perform duties under pressure and when handling confrontation
- Flexibility to travel at short notice and availability during evening and weekend hours
- Excellent writing skills and highly detail oriented
- A valid driver's license and reliable access to a car, with required insurance, to get to and from events likely to be at locations as to which there is not available mass public transportation and/or ride share services.
- Familiarity with video editing a plus

Logistics & Working Conditions:

- Full-time position.
- Generally, Monday through Friday, shall require evening and weekend hours. Extended hours during election season.
- 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 eligible for overtime pay); temporary position; bargaining unit position.

Salary & Benefits:

The pay range is \$48,000 - \$54,000 annually or \$4,000 - \$4,500 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 include the words "Research Tracker 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.