

Political Associate

The political research associate will assist our political director in producing strategic political research and communications to support Indivisible's national electoral plan, research products, and electoral trainings, tools, and endorsement functionalities.

About the Indivisible Project

We are a dynamic, non-profit start-up seeking initial full-time hires to support our mission: resisting Trump's agenda by empowering local activist groups to make their Members of Congress listen. Our work is premised on a simple idea: that Trump's agenda doesn't depend on Trump--but rather on whether individual Members of Congress resist. In short, we work to support the creative, local leaders driving the [Indivisible Movement](#).

Following the election of Donald Trump, a group of two dozen former congressional staffers and progressive advocates [drafted a document](#) called "Indivisible: A Practical Guide for Resisting the Trump Agenda." [What is the Indivisible Guide?](#) It's a toolkit on citizen power, a set of local, defensive advocacy strategies and tactics for resisting the Trump agenda. Thousands of local groups have now formed in every congressional district in the country to put the the guide into action.

The Indivisible Project is now transitioning from an all-volunteer organization to a hybrid volunteer and staff model to support their efforts. We are hiring for this position immediately, with a preference for D.C.-based applicants.

How to Apply: If you are interested in the below opportunity, please send your CV and cover letter to jobs@indivisibleguide.com with the position title in the subject line. Applications will be reviewed on a rolling basis **until June 15, 2017**. This position is full-time, with salary commensurate with experience and a benefits package.

Indivisible, a project of The Advocacy Fund, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Responsibilities

- Work with political staff to research and help draft state and federal electoral plans
- Help build and maintain lists of local leaders, potential candidates, state tables and key organizational allies
- Work with senior staff to organize national partners to participate and mobilize their members in support of our electoral program
- Provide critical administrative support to political director

Duties Include:

- Monitoring and clipping press coverage about key electoral and political campaign developments and daily polling
- Collecting data and information for key states including: polling data, election results, demographic breakdown, candidate information, campaign finance data, legislative partisan control, ballot initiatives, and filing deadlines/qualifications
- Fact checking reports and memos
- Writing briefings and other materials on research findings

Minimum Qualifications:

- Strong attention to detail and highly organized
- Excellent research and writing skills
- Previous campaign or political experience
- High proficiency in Excel and PowerPoint
- Ability to work collaboratively as a member of our fast-paced team

Preferred But Not Required:

- Familiarity with digital media and civic engagement tools
- Knowledge of Census data, campaign finance and Secretary of State reporting, and media monitoring

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to clearly communicate with others: to understand them and to be understood
- Must be able to read and compose documents so that their intent is easily understood
- Must be able to effectively use a computer and telephone to conduct business
- Must be able to maneuver within small office spaces
- Must be able to travel between locations by vehicle and/or plane (this travel will be funded or reimbursed by Indivisible)

Work Environment

Candidates should be prepared to either work from home or in a professional office environment as the organization evolves. This role routinely uses standard office equipment such as computers, phones, and photo copiers. The role may require occasional domestic travel.