Washington State Democrats Coordinated Campaign

Job Description – Data Coordinator

Position: Data Coordinator

Location: Seattle, WA

The Data Coordinator is a member of the Washington State Democrats' Data Department. They serve as a general assistant to the Data Director and help with voter file administration, VoteBuilder support, and outreach and training to all 88 of our local parties as well as federal, state, and local campaigns throughout Washington State. The fundamental role of the Data Coordinator is to assist in administering the voter file and support VoteBuilder users.

The ideal candidate is an excellent communicator who thrives under pressure. The person ideally has an understanding of field organizing, political campaigns, and VoteBuilder.

The person in this position will be expected to work irregular hours, including nights and weekends, and must have access to a laptop. The Data Coordinator will report to the Data Director and the Coordinated Campaign Director. They will also work with the State Party Team. The salary for this position is $53,526.72/year plus health care and mileage reimbursement. The position is part of a union collective bargaining agreement. Work is currently remote but will operate out of the Seattle headquarters once public health officials have declared it is safe to return to an office work environment.

The Data Coordinator will:

- Be the main support for local parties and campaigns with data needs. This includes setting up VoteBuilder accounts, managing export requests, administering accounts, and managing support requests.
- Assist with regular trainings on the use of our data systems for field organizers and campaigns.
- Maintain data integrity within VoteBuilder via regular voter file updates, maintaining established protocol for keeping the database organized, and implementing ongoing data hygiene practices.
- Serve as the primary lead on voter protection responsibilities, including, but not limited to, helping set up the Voter Protection Hotline, managing hotline volunteers, and uploading matchbacks to VoteBuilder.

Qualified candidates should have the following skills, including, but not limited to:

- Strong customer-service skills and the ability to manage multiple, competing demands from various campaigns and local parties at the same time;
- Experience in customer service or IT troubleshooting;
- Experience and familiarity with the NGP/VAN platform;
- A desire to dig into new tools and learn new systems;
- Prior community organizing experience (paid, volunteer, or internship);
- Ability to effectively communicate in-person and write clearly;
- A passion for social justice and a commitment to Democratic Party values;
- Ability to collaborate as a member of a fast-paced team;
- Strong attention to detail and comfort working in a dynamic office environment;
- Familiarity with Microsoft Office (including Excel) and Google Suite (including Sheets);
- An ability and willingness to work nights and weekends.

This position will remain open until May 7th, 2021. To apply, please send your resume to Diane@wa-democrats.org with the subject line "Data Coordinator Application," along with a brief description of why you are uniquely qualified for the position.

The Washington State Democratic Central Committee strives to create a diverse, equitable, and inclusive environment and is proud to be an equal opportunity employer. We actively encourage applicants from historically underrepresented backgrounds, including first-generation college graduates, Black applicants, Indigenous applicants, and applicants of color, people with disabilities, and people who identify as part of the LGBTQ* community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.