



WASHINGTON STATE DEMOCRATS

## **Washington State Democrats Job Description – Research Coordinator**

Position: Research Coordinator

Location: Seattle, WA

The Research Coordinator is responsible for serving as the eyes and ears of the Washington State Democratic Party and Democratic campaigns in Washington state, monitoring the activities of Republican candidates and reporting on their events and remarks to hold them accountable. The Coordinator will play a crucial role in the opposition research, rapid response, and earned media communications of the party and our stakeholder campaigns. The position requires confidentiality, confidence, good judgment, and rapid decision-making abilities. This is a fast-paced and exciting role with significant amounts of travel and evening/weekend work, often on short notice, that will meaningfully contribute to some of the most important and competitive elections in the country.

The person in this position will be expected to work irregular hours, including nights and weekends, and must have access to a laptop, reliable car transportation, and have reliable, consistent, strong internet. The salary is \$55,113/year plus health care, mileage stipend, and phone stipend. The position is part of a union collective bargaining agreement and is a full-time position that runs through November 15th, 2022, and the position is based in our Seattle Washington, office. Proof of full vaccination is required.

### **Duties Include:**

- Proactively monitoring news and social media platforms for information used to build a calendar of opposition events; providing this information to supervisor and partner campaigns as requested.
- Filming, recording, and analyzing candidate remarks at public events, both digital/virtual and in-person; consistently summarizing and distributing this information to supervisor and partner campaigns in a timely manner.
- Monitoring news and media appearances and distributing information to supervisor and partner campaigns.
- Using public databases to research candidates and elected officials.
- Working with party and campaign staff to create communications materials for earned media and paid advertising.

### **Minimum Experience & Skills:**

- Prior experience in political campaigns or comparable experience, ideally in a communications or research role.
- Knowledge of Washington's political landscape.
- A valid U.S. driver's license and a reliable means of transportation, as well as a computer with screen recording and video editing capabilities.
- Prior videography experience or the ability to learn very quickly is strongly preferred.
- Familiarity with social media platforms is required.
- Familiarity with virtual platforms like Zoom, Microsoft Teams, WebEx, and Facebook Live strongly preferred.
- The awareness, knowledge and skills needed to work with and around others who are culturally different from one's self in meaningful, relevant, and productive ways.

**The position will be filled as soon as we find the best candidate.** To apply, please send your resume to [jobs@wa-democrats.org](mailto:jobs@wa-democrats.org), along with a brief description of why you are seeking 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.