



## **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, voter protection, 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 and reliable car transportation and have reliable, consistent, strong internet. The Data Coordinator will report to the Data Director and the Coordinated Campaign Director. The salary for this position is \$59,448/year. Benefits include health care, phone, and mileage stipends; paid time off, sick leave, bereavement, and paid observed holidays. The position is part of a union collective bargaining agreement and is a full-time position that will run through November of 2022, with an anticipated start date in early September. Proof of full vaccination is required. This role will be based in-person in Seattle, Washington, and the ability to work remotely will not be available.

#### **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, and uploading matchbacks to VoteBuilder.
- Assist the Voter Protection Director on voter protection responsibilities, including, but not limited to, helping set up the Voter Protection Hotline, managing hotline volunteers, and LBJ.

**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 at least one of the following NGP/VAN platform, writing complex queries in SQL (BigQuery Environment), data analysis and/or manipulation using R or Python;
- 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 the position is filled, and applications will be reviewed on a rolling basis. To apply, please send your resume to [jobs@wa-democrats.org](mailto:jobs@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, 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.