

## **DLCC: Data Coordinator**

Be a part of the team that will be instrumental to the Democratic Legislative Campaign Committee (DLCC) taking back our state legislatures and—by winning crucial redistricting fights—remaking the U.S. Congress to re-enfranchise millions of voters and end the GOP-led gridlock that’s paralyzing our government.

Our task is no less than to teach a generation of voters about the central role their state legislatures play in their day-to-day lives, and in the shaping of the country.

The mission is to win Democratic majorities and build Democratic power in state legislatures.

### **Role**

As a member of the Data Department, the Data Coordinator will directly support the department’s mission - to provide analysis and support data-driven decision making so the DLCC, as a national committee, can best help elect Democrats to state legislatures across the country.

The Data Coordinator reports to the Data Director. This position is located in Washington, DC.

The Data Coordinator is expected to model the values of the DLCC:

- Transparency
- Credibility
- Initiative
- Teamwork
- Focus on Results

### **Responsibilities:**

- Lead and organize short and long-term data projects, including rapid analysis of special election results
- Obtain, clean, and standardize large datasets
- Support delivery and use of predictive models to and by state caucuses, in consultation with the field and political teams.
- Create and automate reporting on in-state field program activities in consultation with the Field Team
- Assist in executing and evaluating redistricting and gerrymandering analyses
- Assist in identifying opportunities for experiments in the 2018 cycle
- Other duties, as assigned

### **Expected Outcomes:**

- All data projects are accurate and delivered on time

- Analyses from the data department are communicated to other departments and state legislative caucuses in a clear and concise manner
- Ensure the accuracy of DLCC information shared internally and externally
- Creatively analyze DLCC data to produce useful narratives for the communications and finance departments
- The DLCC's Data Department continues to be the leader of data and analysis at the state legislative level, and helps caucuses run effective campaigns and win elections

#### Qualifications:

- Please note this is not an entry level position - One or more cycles of political campaign experience in data and analytics or field is required;
- Must have strong analytical skills, enjoy quantitative problem solving, attention to detail, and be able to take direction and multi-task;
- Previous SQL experience at the intermediate level or higher;
- Advanced Microsoft Excel skills (e.g., VLOOKUP, SUMIFS, etc.);
- Shares our commitment to electing state legislative Democrats.

DLCC is committed to offering an inclusive and welcoming workplace that values the efforts of all. Our success depends upon everyone contributing good ideas, taking initiative to solve problems, and working collaboratively across departments.

DLCC offers a competitive salary and a generous benefits package.

#### How to Apply

Please submit a cover letter, resume, and professional references to [jobs@dlcc.org](mailto:jobs@dlcc.org) by Wednesday, January 31<sup>st</sup>. Please reference "Data Coordinator" in subject line. Please mention where you saw this posting. No calls please.

The Democratic Legislative Campaign Committee (DLCC), is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The DLCC is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity or expression, physical or mental disability, personal appearance, marital status, family responsibilities, genetic information, or any other legally protected basis. The DLCC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

