

Research 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 diverse 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 Research Department, the Research Coordinator will directly support the department’s mission – to create a research and policy infrastructure with which the DLCC, as a national committee, can best help elect Democrats to state legislatures across the country.

This is not an entry-level position.

The position reports to the Research Director, and is located in Washington, D.C.

The Research 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 research projects, including rapid response.
- Translate large amounts of information – including news clips, legislation, and public records – into clear, concise narratives.
- Monitor media and legislation across all 99 state legislative chambers to distribute to staff and proactively contribute to messaging response.
- Work closely with the Communications and Digital Departments to highlight Democratic caucuses and candidates, as well the DLCC’s efforts around key issues such as redistricting.
- Review and fact-check communications produced by other departments, including external memos, PowerPoint decks and digital communications.
- Other duties, as assigned.

Expected Outcomes

- All research products are 100% accurate, and delivered in a timely manner.
- The DLCC's Research Department continues to be a clearinghouse for up-to-date, accurate strategic information that helps caucuses run effective campaigns and win elections.

Qualifications

- Please note that this is not an entry level position and requires a minimum of 2 to 3 years conducting political research at the federal OR state/local level;
- Experience in political or advocacy research at the state/local level;
- Knowledge of LexisNexis, legislative resources, campaign finance databases and proficiency in Microsoft Office;
- Excellent research skills, attention to detail, precision, organization;
- Strong writing and grammar skills;
- Ability to write, edit, and fact check with precision and calm during high-volume, fast-paced periods;
- Communicative and ability to interact with staffers and campaigns from across the country;
- 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 by Friday, January 19th. Applicants will be reviewed and interviewed on a rolling basis. Please reference "Research Coordinator" in subject line. Please let us know 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.

