Democratic Legislative Campaign Committee

The Democratic Legislative Campaign Committee's mission is to win Democratic majorities and build Democratic power in state legislatures.

In the 2018 cycle, Democrats flipped over 400 state legislative seats and gained eight new Democratic majorities. This is the most chambers flipped since the 2006 cycle, and the most seats flipped by Democrats in a generation. Nearly 1,250 of the Democrats elected to their state legislatures in 2018 were women, and more than 900 were candidates of color.

As the only organization exclusively committed to electing Democrats to state legislatures all over the country, the DLCC has been working with state legislative leaders for over two decades to invest strategically in state programs and build the Democratic Party from the ground up.

Research Assistant

The DLCC is seeking a Research Assistant to be part of the larger Strategic Communications and Digital team focused on taking back state legislatures ahead of the critical redistricting cycle.

This is an entry-level position for someone interested in working in political research where they will gain new research skills. The Research Assistant is responsible for maintaining the organization’s candidate vetting process, tracking relevant demographic information for candidates running for state legislative office, and assisting the Research Director with ad hoc projects.

The Research Assistant reports to the Research Director. This is a coordinated cycle position through December 4, 2020. Due to the COVID-19 pandemic, working remotely is allowed for all staff through December 31, 2020. As a result, this is a remoteoptional position.

The Research Assistant is expected to model the values of the DLCC:

- Credibility
- Teamwork
- Results Driven
- Risk
- Inclusive

Responsibilities

- Maintain DLCC candidate vetting process, which includes reading news articles, performing social media scans and searching public records.
- Track relevant information about candidates running for state legislature, including demographics and occupations.
• Maintain and update Research Department materials to ensure their accuracy and timeliness.
• Assist with media monitoring and fact-checking.
• Perform ad hoc research projects at the request of the Research Director

**Expected Outcomes**

• DLCC research systems provide a timely and accurate synopsis of information related to state legislators and state legislative politics.
• DLCC is highlighting strong, credible candidates.
• Research and information shared internally and externally are both accurate and timely.
• Research and information are used to support organizational and departmental targets and objectives.

**Qualifications**

• This is an entry-level position and demonstrated skills requirements may be met by academic or other experiences. Interest in gaining experience with political research is required.
• Experience using research databases like LexisNexis, campaign finance databases, and other data sources preferred but not required.
• Excellent research skills, academic or otherwise, and attention to detail, precision, and organization.
• Sharp political instincts and ability to identify potential controversies.
• Exceptional written and copy-editing skills.
• Shares our commitment to electing state legislative Democrats.

**Requirements**

The requirements, including but not limited to physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All DLCC employees must be able to operate a computer and use a cell phone. Many roles at the DLCC include business travel expectations, and most roles also require communicating with key external stakeholders of the organization in person, via the telephone, or via email.

Essential functions of the role of the Research Assistant include:
• Working from a computer for long periods of time;
• While performing the duties of this job, the employee is frequently required to communicate using the telephone and email with stakeholders; and
• This position is eligible for flexible work hour arrangements.
How to Apply

Salary for the Research Assistant position is $45,000 – $50,000 on an annualized basis, commensurate with experience and qualifications. The DLCC offers a generous benefit package, including:

- More than 25 days of paid time off, including for Federal holidays, time off around Federal holidays including the week between Christmas and New Year, vacation, sick, and personal days;
- Fully paid health/vision/dental insurance for the employee + spouse/partner + dependents;
- Up to 6% retirement employer contribution;
- Monthly use-it-or-lose-it $100 transit benefit for employees located in the DC region;
- Employer contribution of $500 to employee’s Flexible Spending Account, and opportunity to withhold pre-tax income for Dependent Care Account;
- Monthly $100 student loan payment benefit;
- Monthly $100 mobile phone reimbursement;
- and more.

Please submit a cover letter, resume, and three professional references to jobs(at)dlcc.org by July 8, 2020. Please reference “Research Assistant” in the subject line. No calls please.

The 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.