



## **Absentee Ballot Data Coordinator**

Organize New Hampshire -- the New Hampshire Democratic Coordinated Campaign -- is seeking a highly motivated Absentee Ballot Data Coordinator to help ensure Democratic victories across the state. 2020 is going to be a critical year for New Hampshire Democrats. The New Hampshire Coordinated Campaign is the umbrella organization under which that state party combines and focuses its resources for targeted races ensuring New Hampshire elects Democrats up and down the ballot this November. This position reports to the Data Director.

### **Your role will include, but not be limited to:**

- Manage collection of all absentee ballot data (requests and returns) from SOS, and town clerks.
- Communicates with volunteer data captains, and holds them accountable to data collection.
- Works with our Voter Protection and Organizing teams on tracking data on the full absentee ballot lifecycle. Works with other members of the data team to produce accurate and timely reports.
- Works to process any voter file updates from the Secretary of State and, confirms polling locations and other voting information with town and city officials.

### **We encourage you to apply if you've got a combination of the following:**

- One or more cycles of campaign experience. Management experience as part of an organizing program is a plus.
- Interest in campaign data and a strong foundation with google sheets, excel spreadsheets and Votebuilder.

### **How to Apply:**

To apply, please complete an application [using this Google Form](#). We will ask you to provide a resume, two references, and 1-2 paragraphs explaining why you are applying for this position and how your skills meet the description above. Applications improperly submitted will not be accepted. Positions will be open until filled. No calls, please.

### **Compensation & Benefits:**

This position is salaried at \$4,500 per month and includes a full benefits package, including health, vision and dental insurance coverage at no monthly cost to the employee.



**Background - Our Party**

*New Hampshire Democrats stand for policies that support strong, healthy communities and families, a strong economy with opportunities for growth and a fundamental system of fairness and justice. Democrats are committed to spurring job creation, building our infrastructure, and bringing fairness and opportunity to our economy and our civic life. We believe that healthy communities and strong families are essential to the well-being of our citizens and to our ability to foster business development and a vibrant economy. We are committed to upholding the right of every eligible voter to cast their ballot free from unnecessary restrictions. We pledge a government that works collaboratively across the aisle to address the issues that matter to the people of New Hampshire.*

***The New Hampshire Democratic Party is an equal opportunity employer committed to creating an inclusive workplace. Women and minorities are strongly encouraged to apply.***