

Research & Outreach Associate at Verified Voting | Instructions

External posting 03/20/2024 onwards

Priority consideration for those applications received by 04/02/2024 COB

Please use the Google form linked on our website: <https://verifiedvoting.org/about/careers/> under "Apply for Job" to submit your application. If you cannot access the form, please email your application to jobs@verifiedvoting.org, following the instructions detailed below.

We are excited that you are interested in joining our team and we look forward to getting to know you better! At this stage in the process, we ask that you please submit a resume and cover letter.

*To ensure our application review process reflects our commitment to diversity, equity, and inclusion, we employ a partially anonymous review process. **As such, please carefully review and follow the directions below on how to anonymize your application. If the application instructions are not followed, your application may not be reviewed.***

Verified Voting is an equal opportunity employer. We value diverse perspectives because we have seen this drive more effective solutions. We strongly encourage people from diverse backgrounds to apply.

INSTRUCTIONS

****Submit your cover letter and resume in one PDF document, ensuring it follows guidelines provided.***

****Name your PDF "ROA Cover Letter and Resume [seven-digit phone number, no area code]".***

RESUME

1. Remove your name, address, and email address. Instead, input your phone number without area code.

2. Remove or redact the names of any educational institutions; you may list degrees/certifications obtained.

3. Replace any years listed with the number of years. For example, replace "2000–2002" with "2 years."

COVER LETTER

1. Please remove all references to your name, address, and email; redact names of any educational institutions (degrees/certifications may be included); and use the number of years, rather than specific years.

2. Please include a summary of your experience in the major areas of work for this role listed under A–C below.

A. Conducting outreach to people you do not know—especially to public officials; and

B. Entering and editing data in spreadsheets and on websites—especially using Excel and a content management system; and

C. Conducting research—especially for information that is not easily discoverable and/or information that needs to be found quickly.

3. In addition, please describe how your approach to your work aligns with Verified Voting's mission and values, as described on our website:

<https://verifiedvoting.org/about/>. You may include examples from your experience outside of work.