VerifiedVoting

Research & Outreach Associate
Internal Posting 03/20/2024 - 03/27/2024
External posting 03/20/2024 onwards
Priority consideration for those applications received by 04/02/2024 COB

WHO WE ARE

Verified Voting's mission is to strengthen democracy for all voters by promoting the responsible use of technology in elections—and our advocacy and public education efforts are more important than ever. Founded by computer scientists in 2004, our team, Board of Directors, and Board of Advisors have been leading experts on relevant issues in election technology. Their collected technical knowledge has been foundational in understanding where vulnerabilities lie and in promoting policies and best practices that mitigate risks. We work with election officials, policymakers, and democracy defenders across party lines to help voters vote and to promote justified public confidence in elections.

OVERVIEW

Verified Voting (www.verifiedvoting.org) seeks a Research & Outreach Associate (ROA) to join its growing policy and programs team. This is a full time salaried position reporting to the Senior Program & Partnerships Associate.

The ROA supports Verified Voting in maintaining the accuracy of our two most popular tools: the Verifier (https://verifiedvoting.org/verifier/) and Voting Equipment Database (VED) (https://verifiedvoting.org/equipmentdb/), including conducting outreach to election officials regarding their election equipment and its usage. Keeping these databases updated informs policymakers and the public about election systems in use across the country. The ROA participates in the expansion and enhancement of our data by researching new and hard-to-find information on election systems and equipment usage. The ROA may also conduct rapid-response research to support our advocacy and legislative work, including conducting legislative tracking and gathering information for testimony. The ROA represents the organization by building relationships with election officials and supports the policy and programs team in other administrative and research-related tasks as they arise. We are searching for someone tenacious, eager to learn, detail-oriented, and who is comfortable working with people from a variety of backgrounds and public officials across the political spectrum.

We are a fully remote organization—the only requirements are that you are eligible to work in the US, that your location is in the US, and that you have a workspace that allows you to complete the demands of the position. Verified Voting's official operating hours are 9 am–5 pm Eastern Time, but we work together to accommodate team members' various time zones, circumstances, and work styles. Occasional in-person meetings and travel opportunities are possible.

Responsibilities

- Conduct outreach to election jurisdictions who are upgrading or planning to upgrade election systems
- Research hard-to-find data about voting systems and equipment usage
- Update Verifier map with new election systems and election official contact information
- Forge and foster relationships with local election officials
- Update Voting Equipment Database (VED) web pages with maps, links, cited images, and resources
- Assist with Election Assistance Commission survey data review and reconciliation
- Conduct rapid-response research to support Verified Voting's advocacy and legislative work
- Other assignments, as needed, to assist with ongoing program work

Experience and skills required

- Two years of relevant work experience (can include volunteering and internships)
- Ability and motivation to learn about voting equipment and complex election procedures
- Strong outreach skills, resilience, and enthusiasm to take initiative on projects
- Demonstrated ability to build trusting and productive relationships with people across the political spectrum
- Ability to articulate procedural and technical concepts to non-technical audiences in writing
- Experience working with diverse teams
- Ability to function and collaborate effectively in a remote work environment
- Proficient in Excel and content management system(s)
- Experience working in voting rights or election administration space is a plus
- Experience working with election officials or public sector employers is a plus

Compensation

The salary range for this position is $53,000-$63,000 annually commensurate with experience.

Benefits

- **Flexible work schedule and a supportive work environment.** We value flexibility to support our team holistically, and prioritize results over rigid schedules. People are encouraged to take exercise breaks during the work day, to attend their child's swim class, and to handle whatever life may require in a typical workday. We genuinely care about the wellbeing of our teammates.
- **Competitive pay and excellent benefits.** In addition to a competitive salary, Verified Voting's benefits package includes comprehensive medical and dental/vision insurance, STD, LTD and Life Insurance, 3 weeks of paid vacation leave, 2 weeks sick/medical leave, 14 paid company holidays, plus additional flexible PTO with manager approval. We close the office the week between Christmas and New Year's, and close our office early on Friday. We offer three months of paid parental leave, and the option to participate in a 403(b) retirement plan, with employer match after two months of tenure. We offer a home office reimbursement to help cover the cost of high speed internet and more, as well as a wellness reimbursement for exercise or hobbies.
- **Ample opportunities for career development.** Candidates who do not meet all listed criteria should still apply, as our organization emphasizes mentorship, growth, and learning, and has a dedicated budget for training and career development.

- **Commitment to a diverse workplace.** Verified Voting is an equal opportunity employer. Our culture principles emphasize that there is strength in diversity as we believe diverse teams are more innovative, creative, and productive. We strongly encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

Eligibility for some of these benefits depends on the length of your tenure.

A background check and reference check are part of this hiring process.

To apply, please use the application form that can also be found on our website: verifiedvoting.org/careers. 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 on how to anonymize your application. If the application instructions are not followed, your application may not be reviewed.

Research shows that candidates from marginalized populations are less likely to apply for jobs unless they believe they meet every single one of the qualifications in a job description. Verified Voting is committed to building a diverse, equitable, and inclusive organization. We strongly encourage interested individuals to apply, even if they don't believe they have every quality, strength, and experience listed.