

Data Assistant

Montana Voices & Votes

About Montana Voices & Votes

Montana Voices is a civic engagement project committed to ensuring that every Montanan is able to participate fully in our democracy. Our mission is to build a civically powerful statewide network of nonpartisan organizations that collaborate on civic access and voting rights, voter modernization, civic engagement and leadership development. Our mission is centered on engaging and empowering underrepresented communities, building sustainable power needed to eliminate barriers to civic participation, and guaranteeing that policy-making is guided by the public.

Montana Votes is a statewide network committed to ensuring that every Montanan is able to fully participate in our democracy. Montana Votes is a model for coordination among advocacy, community and grassroots organizations. We focus on strategically persuading and mobilizing voters through data-driven and evidence-based tactics to achieve electoral wins. Our mission is to recruit and elect public leaders to build the power needed to eliminate barriers to civic participation and guarantee that policy-making is guided by the public.

Description

Montana Voices & Votes is looking for a data team member to support our cross-issue, cross-constituency coalition. This person will support senior data staff by helping partners access and leverage the right data and tools to meet their organizational goals and our collective goals. This person should be enthusiastic about supporting partners in creating healthy data hygiene practices.

Responsibilities

- **Voter Action Network (VAN) assistance:** Support the VAN Administrator in the administration of our VAN instance for our partner organizations and their consultants, including, but not limited to, managing user and security settings, responding to partner requests, monitoring compliance with state and national policies, and cleaning and uploading data into VAN.
- **Data hygiene, targeting & analysis:** Help to implement quality control processes to ensure data integrity; Support the Data Analyst with data cleaning and data acquisition tasks, Provide support to partners in leveraging data to accomplish programmatic goals.

Required Qualifications & Experience

- Proven commitment to detail and accuracy in executing tasks;
- Proven ability to work independently and remotely while also succeeding in a collaborative environment;

- Adept at learning and implementing computer-based or app-based solutions for data organization and communication (i.e., G Suite, Slack, etc.);
- Demonstrated commitment to building political power and equitable data structures and practices alongside those who have been systematically left out of the political system, especially Indigenous people, people with disabilities, young people, and low-income people;
- Willingness and aptitude to seek out and learn new technical skills that will further the mission of the table.
- Demonstrated strategic judgment, discretion and decision-making skills.

Preferred Qualifications & Experience

- Experience administering Voter Action Network or VoteBuilder for a coalition or campaign;
- Knowledge of how to read and understand voter, demographic, and other data sets and ability to communicate about that data to non-technical audiences;
- Familiarity with best practices in campaigns, political data and latest technologies;
- Experience using organizing tools like Reach, ThruTalk, etc;
- Experience in managing databases;
- Experience in Montana political strategy, organizing, and/or advocacy.

Compensation:

This is a temporary position running from date of hire through December 31st, 2024.
Part-time or full-time depending on applicant availability (12-32 hours/week); \$26-\$28/hr

Location: Remote work in Montana

Benefits

- Employer-paid employee health and dental insurance (partial reimbursement for part-time employee), or health insurance reimbursement arrangements
- Vision insurance and Flexible Spending Account options
- Generous paid leave options (including vacation, sick, and paid holidays)
- Flexible work schedule
- Office equipment, cell phone, and internet stipend

To Apply:

Please provide the following to info@mtvoices.org (info at mtvoices dot org):

- A cover letter that speaks to your passion for using data to build progressive political power;
- An up to date resume, that highlights your relevant data management experience
- Three references who can speak to your experience and skills

To ensure your submission is properly routed, your subject line should be: "Data Assistant". Applicants will be accepted until the position is filled; however, preference will be given to resumes received by May 20th, 2024. No calls please.

MT Voices & Votes is an equal opportunity employer. Qualified individuals are encouraged to apply without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.