



## **Research Associate**

### **Reports To**

Research Associates report to an iVoterGuide Research Director or Coordinator.

### **Job Overview**

This is a part time position that is responsible for researching candidates for political office in order to obtain necessary data to produce the voter guides that will be published in all 50 states.

### **Responsibilities and Duties**

- Research and enter data on candidates for Federal, state legislative, statewide and school board offices. You will be looking for information such as:
  - Names of candidates who have filed for office
  - Candidate contact information, and campaign websites
  - Social media pages
  - Campaign photos
- As requested, assist research Coordinators by entering data related to campaign contributions, endorsements, and vote ratings. File open records requests. Compile and enter other data requested by the Regional Director or Lead Researcher..
- Communicate with candidates in order to obtain contact information or remind them of questionnaire deadlines. You may also have to assist them with login issues when taking the questionnaire.
- Communicate with panelists.
- Participate in weekly online team meetings with a Research Coordinator, Regional Director, and other research staff members.
- Execute other duties as assigned.

### **Qualifications:**

- A Christian committed to biblically conservative and originalist values with a servant's heart
- Must have the ability to meet deadlines, communicate effectively and have a keen attention to detail.
- Working knowledge of databases and MS Office (especially Excel)
- Strong time management and organizational skills.
- Ability to work with minimal oversight; self-directed and motivated.
- Must have experience effectively working as a team player.
- Ability to clearly understand and apply iVoterGuide's evaluation criteria.
- Completion of iVoterGuide Leadership Survey and confidentiality agreement.

**Compensation:** \$13.50-\$15.75/hr, commensurate with experience.

**Location and Hours:** This job is performed remotely. The work schedule will vary from month to month but will typically require up to 20 hours per week, with possibly more hours from March through October in even-numbered years.

**About Us:** iVoterGuide is a division of AFA Action, the governmental affairs affiliate of American Family Association. AFA Action's mission is to inform and mobilize individuals to strengthen the biblical foundations of America. AFA Action has three divisions: Center for Judicial Renewal, Government Affairs, and iVoterGuide. iVoterGuide works to equip conservatives to vote wisely and be good stewards of their citizenship. Our research-based, data-driven tool helps voters to identify which candidates align with their positions and values. We are made up of a small year-round staff and over 1000 volunteer researchers and panelists who work remotely and dedicate countless hours to preserving freedom for our generation and the next.