



School Board Lead Researcher

Reports To

The School Board Lead Researcher will report to the School Board Research Director.

Job Overview

This is a part-time position that will oversee all aspects of research necessary to produce a school board voter guide for the states in which iVoterGuide decides to cover school boards. This includes candidate research as well as delegating assignments and maintaining schedules.

Responsibilities and Duties

- Manage the overall schedules for candidate research that will be included in the school board voter guides. Ensure that project milestones and publication dates are met.
- Use our project management tool to manage the overall schedules of candidate research for voter guides in the states to which you are the lead. Ensure that project milestones and publication dates are met.
- Coordinate with State Leads on voter guide release, as needed.
- Execute and manage all research and data entry into the voter guide database, which will include delegating assignments to Research Associates as necessary. Research will include candidate data for school board trustee offices and will consist of the following:
 - Names of candidates who have filed for office
 - Candidate contact information including physical street address and mailing address
 - Campaign website and social media pages
 - Candidate's Ballotpedia page (if there is one)
 - Candidate photo
 - Candidates' election voting history, campaign finance reports, and, if an incumbent, his/her vote record.
 - Filing Open Records Requests, when necessary
- Working with research Coordinators, ensure that data relating to campaign contributions, endorsements, and vote ratings is entered into the database on schedule to meet publication schedule dates for the voter guide.
- 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 completing the questionnaire.

- Communicate and build relationships with volunteer panelists. Working with the Volunteer Recruitment Coordinator, ensure that a sufficient number of panelists is available for your project.
- Work with volunteer panelists to research and evaluate candidates using iVoterGuide's scoring guidelines.
- Participate in scheduled online meetings with School Board Research Director and research staff members.
- Execute other duties as assigned.

Qualifications.

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

Compensation: \$14.50-\$19/hour - 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 less hours during the months of November and December.

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.