

Staff Assistant - All On The Line

JOB OVERVIEW

The National Redistricting Action Fund, an affiliate of the National Democratic Redistricting Committee, seeks a Staff Assistant to support the leadership and state teams to best accomplish the objectives of the All On The Line campaign. The Staff Assistant will aid in executing All On The Line's mission to raise awareness about the harmful impact gerrymandering has on policymaking, encourage participation in activities that defend democratic ideals, and increase grassroots engagement in every step of the redistricting process. The Staff Assistant will help support special projects that arise as the needs of the campaign evolve, work on streamlining systems and project management, help manage data systems, perform administrative duties, as needed, and help inform and execute the overall strategy of the campaign. They will also collaborate on projects across departments to provide the All On The Line team with the tools they need to achieve success.

RESPONSIBILITIES

- Designing and maintaining systems to streamline project management, and to track and manage processes across departments to ensure All On The Line's objectives are achieved in various states
- Building reports to help track campaign metrics and working within data and digital systems to help measure the success campaign efforts
- Working closely with the All On The Line team and collaboratively across departments to support the All On The Line state staff
- Aiding the campaign team and its director in overall planning, research, and logistical needs
- Working closely with the Training Director to support new and ongoing training programs
- Other duties as needed

QUALIFICATIONS

- Experience in project management including the ability to anticipate project needs and implement systems to address those needs
- Excellent written and verbal communication skills
- Excellent organizational skills and an ability to work independently and to manage multiple tasks
- Proven ability to solve complex issues quickly and creatively and to work across multi-layered organizations
- Previous experience building and maintaining collaborative relationships
- Demonstrated experience working in and building relationships in diverse communities
- Previous non-profit, electoral or advocacy campaign, and/or state legislative experience preferred
- Familiarity with VAN, MobilizeAmerica, GoogleDrive, Blue State Digital, and other common campaign tools preferred
- A good sense of humor and a strong commitment to making the world a better place

Salary will be commensurate with experience. NRAF offers a generous benefits package, including health insurance, vacation, sick leave, and holiday schedules. The position is a full time, exempt position based in Washington, D.C. Women, people of color, LGBTQ-identified people, and persons with disabilities strongly encouraged to apply.

EQUAL OPPORTUNITY & DIVERSITY POLICY

The NRAF is committed to building a staff that reflects the diverse communities that make up our country. The NRAF prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law. This policy covers all programs, services, policies, and procedures of the NRAF, including opportunity for employment and treatment as a NRAF employee. The NRAF is an equal opportunity employer and will comply with all applicable laws prohibiting discrimination in employment.