

**Writer/Researcher**

**Political/Electoral and Issues Mobilization Hub**

**Headquarters [Washington, DC]**

***\*temporary not expected to exceed December 2018***

**OVERVIEW OF RESPONSIBILITIES:**

The Writer/Researcher is part of the Materials and Research team in the Political/Electoral & Issues Mobilization hub. The Materials and Research team is primarily responsible for the development and dissemination of:

* Communications materials for electoral, legislative, and issue campaigns.
* Candidate, legislative, and issue research.

**DESCRIPTION OF DUTIES:**

* Work with the Materials and Research team to conceptualize and write campaign materials such as fliers, local union letters, fact sheets, and walk or phone scripts.
* Conduct ongoing, in-depth research on political candidates and legislative issues.
* Create, maintain, and update research documents for use by the Campaigns, Political, Communications, and Digital Strategies departments, as the basis of many different facets of member and external communications.
* Track candidate statements, actions, and votes.
* Write summaries and briefings with pertinent information for use in campaigns.
* Work with Campaigns Department staff to ensure materials produced satisfy the needs of the field program.
* Fact check direct mail pieces and other materials as needed.
* Track the progress of the materials you write through the design, posting, and approval process on the Working Families Toolkit.
* Performs other duties as assigned.

**QUALIFICATIONS:**

* BA or BS in Political Science or related field required.
* 3-4 years experience in political campaigns or party committees with specific demonstrated experience in campaign research and communications.
* Effective time management skills, including demonstrated ability to manage and prioritize multiple tasks and projects, including demonstrated experience in developing campaign and/or personal work plans and goals.
* Demonstrated excellent computer research skills including web-based and Nexis-Lexis research.
* Demonstrated proficiency with Microsoft Word and Excel, and overall excellent computer skills.
* Demonstrated superior writing and messaging skills – writing sample required.
* Demonstrated ability to adjust tone and arguments for a variety of audiences.
* Ability to assess political issues and identify relevant information for a Labor political program.
* Knowledge of the workings of the labor movement and its structure.
* Demonstrated ability to work well within a team.
* Ability to work long and extended hours including weekends.

***Writing samples required.***

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