



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.

Apply here: <http://aflcio.hirecentric.com/jobs/>

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