



**TEMPORARY WRITER/RESEARCHER
POLITICAL AND FIELD MOBILIZATION
WASHINGTON, D.C. [HEADQUARTERS] OR REMOTE (AT-LARGE)**

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

Duties and Responsibilities:

- 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 field 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 a field with substantive writing, research, political, or analytical focus, or equivalent experience.
- 2-3 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.
- Knowledge of the workings of the labor movement and its structure.
- Demonstrated excellent computer research skills including web-based and Nexis-Lexis research.
- Demonstrated proficiency with Microsoft Word and Excel, Google Suites, 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.
- Demonstrated ability to work well within a team.
- Ability to work long and extended hours including weekends.

Writing samples required.

Annual salary: \$75,144.52