



**Washington  
Community  
Alliance** ...

## *Data Associate*

*Temporary Full-Time Position, July - December 2024*

### About Us

Washington Community Alliance (WCA) is a statewide network of over 70 black, brown, and white-led organizations working to advance multiracial social democracy by coordinating values aligned civic engagement. Organizations are part of the network by participating in these statewide programs:

- (1) A roundtable of a [membership](#) of black and brown organizations that meet monthly and vote on and advance a legislative agenda that speaks for their communities.
- (2) A Black and Brown led multiracial coalition for democracy reform called [Washington for Equitable Representation](#)
- (3) A Black-led multiracial coalition working to build safe and thriving Black communities called [Washington for Black Lives](#)
- (4) The [Data Hub](#) administers access to the Voter Activation Network and provides research, analysis, technical assistance and strategic coordination to aid partners in statewide civic engagement and electoral programs.

We are a growing team that takes pride in building an organizational culture that actively cultivates the trust and relationships necessary for collective action at scale given the challenges in our democracy. We are committed to developing individual and team skills, sharing leadership, open communication, and modeling a healthy life-work balance.

### About The Position

The Data Associate will primarily support Data Hub partners with VAN (Voter Activation Network) administration, basic training, and technical assistance in order to implement their voter engagement work, including advising on the use of voter contact tools. The Data Associate will be part of our Data Hub Team and supervised by the Senior Program Manager. This position can be fulfilled remotely but may include travel to Seattle (monthly) and/or varied national locations (conferences).

## Core Responsibilities of the Role

- Administer the VAN (Voter Activation Network) for partner organizations in Washington and their consultants. While VAN administration roles are divided across the Data Hub team, this role will focus on a specific set of administrative and technical assistance support roles as needed.
  - Some examples of VAN administration roles include, but are not limited to, creating lists, creating survey questions and activist codes, creating scripts, setting up phone banks and MiniVAN campaigns, bulk uploading data, troubleshooting user accounts, script writing, etc.
- Host virtual VAN basic training for our partners.
- Improve partners' access to accurate and relevant data through list matching and ongoing data maintenance.
- Provide training and resources on better data hygiene and data collection practices.
- Participate in regular national data calls with State Voices and America Votes, and support national efforts to maintain and strengthen state and national data systems.
- Provide access to and share WCA Data Hub elections information with partners (e.g. [WCA Elections Dashboard](#), [WCA election reports](#))
- Additional duties may be assigned within the course of the work.

## Minimum skills and experience:

- Experience working in coalition with partners, or experience working in diverse communities, particularly in communities of color.
- An eagerness and aptitude to seek out and learn programming languages and other technical skills that will further our mission and assist in presenting data to partners in an accessible manner.
- Experience in civic engagement, campaigns and/or issue advocacy.
- Have working knowledge of Excel / Google Sheets.
- Ability to work well under pressure, while maintaining a high level of detail orientation and meeting deadlines.
- Sound judgment and critical thinking skills.
- Strong oral and written communication skills.
- Ability to work with a broad range of people possessing different skill levels.
- Must be able to work professionally and communicate effectively with staff at all levels of the organization as well as external contacts, constituents, and vendors.

## Desired skills and experience:

- Strong understanding of common direct voter contact programs and at least one campaign cycle (6-12 months) using the VAN (Voter Activation Network).
- Experience with peer to peer texting platforms (Ex: Hustle, ThruText, Scale to Win).
- Experience using, or interest in learning, programming languages for database management and analysis (SQL, Python, R) and visualization (Tableau, Looker Studio).

## Compensation & Benefits

**Salary Range:** \$5,000 - \$6,250 monthly. This is a full time (40 hours/week) salaried temporary position through December 2024 with possibility of transition to a permanent role that requires a willingness to occasionally work outside of normal business hours.

### **Benefits include:**

- 100% employer-paid medical, dental, & vision insurance plus an annual wellness stipend
- Unlimited discretionary PTO, 14 paid holidays plus a 2 week paid winter break
- Monthly work-from-home stipend
- Professional development stipend

**Anticipated Start Date:** ASAP. Position to end or be made permanent by December 31, 2024.

**To Apply:** Please send a resume and cover letter with “Data Associate Position” in the subject line to [ops@wacommunityalliance.org](mailto:ops@wacommunityalliance.org). They will be reviewed on a rolling basis with priority given to applications received by July 23, 2024.

*Washington Community Alliance believes that a diverse workforce and inclusive workplace culture enhances our ability to fulfill our mission. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.*