



OPPORTUNITY: OPERATIONS / SUPPORT SPECIALIST

A growing nonpartisan nonprofit working to modernize U.S. democratic institutions against polarization is seeking a hardworking, well-organized optimist who is smart about technology and systems to help advance our mission with maximum efficiency.

[Election Reformers Network](#) (ERN) is a nonpartisan 501c3 advocacy organization founded in 2017 by election experts with extensive reform experience in the U.S. and overseas. ERN actively supports systemic reforms such as impartial election administration, electoral college reform, and independent redistricting.

POSITION SUMMARY

The specialist will help manage a range of systems that keep ERN organized. Specific responsibilities will include:

- Assistance with implementing a digital advertising program and managing social media/outreach/communications;
- Maintaining and updating internal resources and databases;
- Researching funding and philanthropy trends in election reform;
- Managing team workflow and information organization
- Periodically reviewing and updating ERN's website;
- Occasional assistance on research projects, reports, or opinion pieces

This role offers a great opportunity to be a part of the solution to the country's pressing democracy challenges. ERN is committed to developing election solutions that can gain support from a wide range of political perspectives; for that reason it is essential that the candidate be open-minded, non-dogmatic, and skilled at understanding and working with a wide range of people and perspectives.

The specialist will work remotely, full time or part time (open to discussion). The specialist will report to the Executive Director (based in Newton, MA).

EXPERIENCE, AND SKILLS REQUIRED:

- Minimum qualifications:
 - Extremely organized and adept at communicating efficiently and clearly;
 - Familiarity with Microsoft OneDrive and SharePoint platforms;
 - Proficient at copy-editing.
- The ideal candidate is a recent college graduate with experience in working in an operations or tech support capacity for a business or nonprofit.
- Familiarity with specific platforms a plus, including:
 - Wealth engine;
 - Google advertising;
 - Any customer relationship management software;
 - Wordpress or other website content management programs.
- Passion for strengthening American democracy, and a commensurate ability to understand different political perspectives and work toward broadly supported solutions;
- Flexibility and initiative to work both independently and as part of a team;
- Ability to understand and communicate complicated issues, particularly pertaining to election administration.

Compensation on par with other entry-level nonprofit positions.

Interested candidates should submit cover letter and resume by email to info@electionreformers.org. No calls please.

Election Reformers Network is committed to a diverse workplace, seeking voices and expertise from people from across the political spectrum. We are committed to equal employment opportunities (EEO) for all applicants seeking employment. ERN makes consultant decisions based on organizational needs, job requirements and individual qualifications without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, personal appearance, military status, gender identity or expression, genetic information, political affiliation, educational status, unemployment status, place of residence or business, source of income, or reproductive health decision making. Additionally, harassment or discrimination based on these characteristics will not be tolerated at ERN. To perform the essential functions of this position, reasonable accommodations are available to qualified individuals with disabilities.