



OPPORTUNITY: ELECTION ADMINISTRATION SPECIALIST

A growing nonpartisan nonprofit working to modernize U.S. democratic institutions against polarization is seeking a hardworking, well-organized former election official to assist in expanding our policy portfolio.

[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 consultant will use their expertise in the field of elections to inform ERN products and policies, particularly pertaining to local election administration. The consultant will:

- Conduct research and outreach related to local election administration and governance;
- Offer perspective on ERN research projects, opinion pieces, proposals, and draft legislation;
- Connect ERN with current and former election administrators in target states to form coalitions in support of common-sense, non-partisan reforms;
- Maintain and monitor relationships with election officials on behalf of ERN, which may include participation in virtual or in-person events.

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:
 - At least 3 years experience in election administration;
 - Well-networked within the election administration community.
- The ideal candidate will have worked in elections either:
 - Across multiple states, or;
 - Have had a prominent role in an association of election officials.
- Additional qualifications:
 - 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;
 - Familiarity with Microsoft Office suite and Sharepoint (or other collaborative cloud-sharing software);
 - Ability to understand and communicate complicated issues, particularly pertaining to election administration and its varying structure across U.S. states.

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.