



VOTER GUIDE RESEARCH & WRITING TEMPORARY CONTRACTOR

Are you passionate about social justice, research, and writing, and are you comfortable in the digital world? We need you!

Courage California is hiring a four-month Voter Guide Research & Writing Temporary Contractor to join our team. Courage California is the largest progressive advocacy group in the state, holding our representatives accountable to equity and justice.

THE PROJECT: With so many decisions to make on down-ballot contests and the rise of disinformation, trusted guidance can be hard for voters to find. This is particularly true for down-ballot races such as local ballot measures, municipal candidates, and judges. Courage California creates a unique Voter Guide for California that aggregates recommendations from a diverse array of progressive organizations, and works with partners to get this mobile-friendly guide to as many voters as possible.

THE CANDIDATE: Our ideal candidate will have a deep interest in (and ideally knowledge of) California politics, love to do research and write, take initiative, pay attention to detail, and thrive working independently and on deadline.

THE JOB: The Voter Guide Writing/Research Associate will focus on research and writing for Courage California's full ballot 2020 Voter Guide, and report directly to Courage California's Director of Voter Engagement and Technology. This is a temporary position, and the work will include:

- Researching candidates and ballot measures to appear on the 2020 ballot in California as assigned
- Making recommendations to the directors team regarding Courage's positions on candidates and ballot measures
- Writing high level, politically astute summaries of each candidate and ballot measure
- Researching voting procedures and processes in counties across the state
- Assist with site content population
- Compile partner organization endorsements, as assigned
- Other duties as assigned



MUST HAVES:

- Passion for progressive politics and social justice, dedication to fighting for social change, and interest in a broad set of issues.
- Dedication to increasing voter access to information.
- Solid research, writing, and communication skills.
- Strong work ethic and a marked ability to produce work independently.
- Tech-savvy and skilled with search engines, social media platforms, Microsoft Office, Google docs, spreadsheets, and navigating the Internet.
- Reliable internet access. Courage California can provide a laptop, if needed.
- Experience in California politics, electoral campaigns, and community organizing/advocacy is a plus!

LOCATION: Knowledge of California and/or California's political landscape is preferred. Courage is a "virtual office," so working from home is a necessity.

START DATE: July 6, 2019 to Oct 30, 2020

PAYMENT AND SCHEDULE: The pay range is \$18-25 per hour and the contractor is expected to work 10-20 hours per week, with the possibility for more based on performance and organizational needs. This is a temporary, part-time non-exempt position. Courage's primary office hours are Monday through Friday, 9am-6pm PST so a few hours would ideally be worked within that time frame to accommodate check-ins with supervisors, but the remaining hours can occur on evenings and weekends.

TO APPLY: Submit your resumé and responses to the application questions (within the specified word limit) below to jobs@couragecampaign.org by Monday July, 2020. They will be reviewed on a rolling basis. Please put "Voter Guide Research & Writing Contractor" in the subject line and send two attachments with your email: 1) resumé 2) responses to application questions. No cover letters, please.

APPLICATION DEADLINE: Monday July 6, 2019

APPLICATION QUESTIONS:

1. Pick one California state or local candidate from the 2020 March primary that you believe Courage California would endorse or recommend and write a short (150 words or less) recommendation of the candidate.



2. We're looking for applicants that are connected to the many diverse communities of California -- including communities of color, immigrant and migrant communities, and queer and trans communities to name a few. What are the networks and communities that you are a part of? (150 words or less)
3. Why are you interested in research and writing for the Voter Guide with Courage California? (150 words or less)
4. What experience(s) in research and writing have prepared you for this position? (150 words or less)
5. We want to learn how applicants find out about our job openings. How did you learn about it? One word answers are fine. (i.e. Idealist, a specific person)

Women and people of color are strongly encouraged to apply. Courage California is committed to providing equal employment opportunity for all employees and all applicants for employment. All employment decisions at Courage California are made without regard to race, national origin, religion, sex, age, disability, citizenship status, marital status, sexual orientation, gender, gender identity, AIDS/HIV status, genetic testing info, pregnancy, childbirth, medical condition or political activities or affiliations.