Position Description: Project Manager and Events Planner for Applied Research Convenings on Local Election Administration

The Early Voting Information Center (EVIC) at Reed College seeks out a virtual event planner and project manager with a strong understanding of United States politics, particularly as it relates to election policy, to help lead, coordinate, plan, and execute an applied research project focused on understanding and strengthening the capacity of local election administrators in the United States. EVIC seeks out an individual who can help to coordinate and engage academic teams, local and state elections officials, and other stakeholders engaged in the research efforts.

This is an exciting opportunity to shape a national conversation about supporting and improving election administration and to help to shape an agenda to advance research and develop policy action items to support local elections administrators.

Primary responsibilities include:

- Plan meetings with stakeholder groups in academic, elections, and advocacy communities to build consensus on the event’s purpose and goals and update on event progress.
- Work with leadership team to confirm participation by local and state elections officials and manage communications.
- Field and help distribute email and other communications related to workshops.
- Plan, project manage, schedule, monitor timelines, confirm attendance, coordinate technology needs, and provide production support for virtual events (small workshops and potentially larger gatherings) with the support of Reed’s Conference and Events staff.
- Perform other related duties as assigned.

Primary required experience and skills include:

- Experience working with and facilitating project workflow among academic and local elections partners who are distributed around the country and facing other time demands.
- Strong understanding of United States politics and political system.
- Project management experience.
- Experience planning virtual or in-person conferences.
- Exceptional written and verbal communication skills.
- A team player with exceptional leadership and problem solving skills.
• Computer savvy including proficiency in Excel. Experience in Asana a plus.
• Highly organized, multi-tasker, superior time management, expert interpersonal skills.

These workshops and convenings—organized and overseen in partnership with leading scholars, academic research centers, and thought leaders in the election science and election administration community—will examine who works in local election administration, what LEOs think and believe about electoral integrity and election reform, and how to best support and grow a professional cadre of stewards of democracy. The workshops and research convenings are scheduled to start in May 2021 and extend through October 2021.

EVIC and project supporters are dedicated to broadening and diversifying the field of elections research and election administration. We seek an individual who can also help to support a welcoming and supportive project environment.

The lead project team is located in Portland, Oregon, but remote work is possible. Time demands are expected to be ten hours/week with some variation, beginning on or around May 1st and ending October 31, with a possibility of extension.

This project is supported in part by the Andrew S. Carnegie Fellows Program, the Democracy Fund, the MIT Elections Data and Science Lab, the USC/Schwarzenegger Institute, and the Political Science Department at Reed College.

Interested candidates should send a short letter of interest, qualifications, and description of applicable experience; and a resume or curriculum vita to Karen Perkins at red@reed.edu. Questions can also be directed to Paul Gronke (gronkep@reed.edu).

Applications will be reviewed as received; we want to have a candidate in place by early May but can be flexible on start time.

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