

## NOVA Research Assistant

This job description defines the position of Research Assistant for Northeast Ohio Voter Advocates (“NOVA”). NOVA is a non-partisan voter engagement non-profit. NOVA’s mission is to expand voter registration, education and turnout primarily in under-represented areas of Northeast Ohio; and to improve the voter experience and election process through research, education, outreach and advocacy.

The NOVA Research Assistant is a temporary, part-time position from August through November, 2020 (up to 20 hours per week for 14 weeks). The primary duties include managing NOVA’s data on the digital platforms used for voter outreach, currently VAN and SPOKE, and managing NOVA’s own data collected through in-person voter registration events. **Due to the challenges of the COVID pandemic, much of NOVA’s work is currently being done remotely and online.**

### 1. Manage data on digital platforms VAN and SPOKE

- a. Upload data from NOVA databases to the VAN and SPOKE platforms.
- b. Create queries or “lists” in VAN for use in phone banks, peer-to-peer texting, and post-card campaigns.
- c. Using VAN, create virtual phone banks and paper lists for volunteers to use in making phone calls, sending post cards.
- d. Create texting campaigns in SPOKE
- e. Assist with training volunteers to do phone banks, postcards, and texting campaigns
- f. Provide technical support and respond to questions from NOVA Board members, staff, and volunteers
- g. Compile and download data from digital platforms to create and maintain NOVA research database.
- h. Coordinate activities with other NOVA staff and volunteers, and with contacts from other agencies.

### 2. Manage data from NOVA in-person voter registration events

- a. Maintain “google form” used for data entry
- b. Run R program to match NOVA data with Board of Elections data
- c. Coordinate and assist with reviewing matched data
- d. Upload data to VAN and SPOKE so newly registered voters can be included in phone banks, texting, and postcard campaigns.
- e. Compile and combine in-person registration data with data from digital platforms and data from the Board of Elections into the NOVA research database.

### Requirements:

- Bachelor’s degree with training/experience in data processing, computer programming, or related fields.
- Advance experience with Excel, experience with online database platforms such as VAN, experience with computer programming (preferably R)

- Ability to juggle multiple tasks simultaneously
- Exceptional organizational skills and attention to detail is a must
- Good interpersonal skills as the position requires responding to requests for help and providing technical support to others in the organization

Please send inquiries to Nina Lalich, [ninalalich@gmail.com](mailto:ninalalich@gmail.com).