Consultant: Arizona Deputy Coordinator, U.S. Elections, The Carter Center

The Carter Center is guided by a fundamental commitment to promote human rights, alleviate human suffering, enhance freedom and democracy, and improve health conditions. The Center seeks a highly qualified, motivated, and energetic consultant to the Center’s US Elections Project.

Start date: As soon as possible.

Location: Arizona, based in one location with ability to potentially travel statewide.

Pay: Commensurate with experience

Length of Assignment: Through December 2022, with possibility of extension.

The Democracy Program at The Carter Center works globally to support and strengthen participatory democracy, consistent with human rights. Beginning in 2020, The Carter Center began efforts to support elections in the United States. There are multiple key aspects to this project: establishing nonpartisan observation efforts, tracking disinformation and dangerous speech, contributing to electoral reform, and promoting candidate codes of conduct.

The Carter Center is advancing nonpartisan observation efforts in two key states: Arizona and Michigan. These states were selected following assessments completed on multiple states. Nonpartisan observation efforts implemented and/or supported by The Carter Center will differ from existing partisan pollwatchers and election-protection groups. The goal of nonpartisan observation is to provide credible and transparent information on the conduct of elections in each state through public reports.

The Deputy Coordinator will execute the citizen observation plan and develop partnerships with community-based organizations. They will report directly to the US Elections Coordinator in Arizona and to the US Elections team in Atlanta.

At the direction of the Coordinator and The Carter Center staff, the Deputy Coordinator will:

- Assist and support the Coordinator in the execution of their duties, and fulfill the responsibilities of the Coordinator in their absence.
- Mobilize and provide necessary support for The Carter Center to actively participate in monitoring and observation of key electoral processes.
- Meet with various stakeholders, potentially including community organizations, media, elections officials, and government representatives.
- Assist in the design and implementation of the Center’s planned observation activities.
- Assist the coalition partners in maintaining efficiency, work quality, and adequate communication with The Carter Center. Provide support as needed to in-state coalition partners, including around development of scopes of work, policies and procedures, internal reporting strategies, and codes of conduct to ensure the coalition’s ability to carry out observation tasks in a timely manner while adhering to Carter Center policies.
- Working closely with the Coordinator, assist partners to develop an external communications strategy to amplify official voter education messages and raise awareness of The Carter Center activities in the state.
• Cooperate with the coalition partners, Coordinator, and The Carter Center staff to design and implement all the logistics necessary to deploy observers across the state— including support to observer contact management, training, accreditation, travel, collection of appropriate backup documentation to support program expenditures, and other needs.
• Liaise with other The Carter Center teams that are actively implementing programs in Arizona; support information-sharing and coordination across program areas.
• Provide political and electoral analysis to The Carter Center on programmatic, operational, and substantive issues.
• Regularly monitor state and national media sources for relevant developments in Arizona and prepare summaries of major findings.
• Assist in drafting, reviewing, and editing any relevant materials produced for the observation mission such as checklists, training materials, press releases, public statements, and other items.
• Support regular programmatic reporting to The Carter Center in Atlanta on program achievements and setbacks, with reference to the overall learning agenda for the program.
• Perform other duties as assigned.

Preferred Qualifications:

• Existing relationships in Arizona, including with coalitions, community organizing groups, local media, and partner organizations
• Minimum 2 years of experience in community outreach or community engagement; experience in voter engagement or civic engagement is preferred.
• Minimum 2 years of experience in the recruitment, training, mobilization and retention of volunteers.
• Knowledge of Arizona election procedures and experience communicating this information to a diversity of stakeholders; sound political judgment and ability to maintain a reputation for strict nonpartisanship throughout the duration of the program.
• Previous experience with coalition-building and management, including development of policies and standard operating procedures, budget tracking and oversight, and support to internal and external communications.
• Proficiency in oral and written reporting.
• Flexibility and adaptability as The Carter Center pilots new streams of work in a rapidly changing political context.
• Basic proficiency in data analysis utilizing Microsoft Excel, R, Stata, SPSS, or another platform is a plus.
• Written and oral fluency in Spanish or Navajo is a plus.

Please upload a cover letter, at least 3 references, and a CV to:
https://airtable.com/shrMTHCuLOHXKtllb

Only applications submitted at the above site will be considered.

Deadline for submissions:
Applications accepted on a rolling basis until the position is filled. Interested parties are encouraged to submit their application as soon as possible.

Only those candidates selected for an interview or additional consideration will be notified by the Center. No separate emails, phone calls, or in-person contacts, please.