

# THE CARTER CENTER



## **Consultant: Network 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:** work will be done remotely

**Length of assignment:** 1 year, part-time

### ***Background***

The Democracy Program at The Carter Center works globally to support democratic elections and strengthen participatory democracy, consistent with human rights. Beginning in 2020, The Carter Center began efforts to support good elections in the U.S. There are multiple key aspects to this project, contributing to electoral reform, tracking disinformation and dangerous speech, and establishing nonpartisan observation efforts. Within the efforts to contribute to electoral reform, is the establishment of a code of conduct in key states and at the national level. In 2020, The Carter Center developed and released a Code of Conduct for the candidates that promoted commonsense expectations about behavior during the campaign. Codes of Conduct are frequently used internationally to promote calm and reduce tensions during a campaign. The Democracy Program believes such codes could be used for a similar role here in the U.S., providing an avenue to facilitate discussion and debate about shared democratic values. The Carter Center has worked with partners to develop a revised Code of Conduct in advance of the 2022 elections that can be adopted by candidates, committing themselves to upholding democratic standards in the electoral process.

The Carter Center is seeking two consultant Network Coordinators to work as part of an established team on efforts aimed at the adoption and implementation of an electoral code of conduct at the state or national level. Working with Carter Center staff and consultants, the Network Coordinators will work to build diverse coalitions at the state and national level to gain signatories to and support for a code of conduct for promoting good elections. In order to uphold our nonpartisan approach, The Carter Center is considering both politically right-leaning and left-leaning consultants to support this effort

## ***Key Responsibilities***

- Project Design and Strategy:
  - Assist The Carter Center team in identifying states to launch this initiative based upon a number of criteria determined by the Carter Center;
  - Assist The Carter Center team in strategizing how to best promote the code of conduct as a tool for transparent and credible elections;
  - With Carter Center staff and partner organizations, develop a plan for monitoring the implementation of the code of conduct and its impact on the electoral process;
  - Identify opportunities and risks associated with the Code of Conduct work, and work with The Carter Center team to mitigate such risks.
- Coordination and Coalition Building :
  - Identify and build relationships with trusted and credible nonpartisan organizations at the State level that can lead these efforts in broad and diverse coalitions;
  - Coordinate with key partners at the national level to build buy in and support for the Code of Conduct;
  - In close coordination with, and assisted by relevant project staff, participate in remote meetings with a broad range of relevant stakeholders at the national and state level to build support of the code of conduct;
  - Coordinate efforts with Carter Center engagement (e.g. political violence mitigation and election observation efforts) in other states as appropriate;
- Writing and Communication:
  - Draft Code of Conduct related reports, talking points, memos and other materials for internal and external consumption;
  - Contribute to fundraising proposals and donor reports;
- Representation:
  - As requested, represent The Carter Center at meetings and events focused on the Code at the State and National level;
  - Participate in regular meetings with Carter Center Staff

## ***Preferred Qualifications***

- 5-10 years of relevant experience in the United States; electoral or political.
- Experience working with bipartisan coalitions or institutions (e.g. debate commissions) a plus.
- Knowledge of key election issues in the United States;
- Strong organizational skills and a proven record of being able to coordinate coalitions and/or build networks;
- Existing contacts with key stakeholders in the U.S. political and/or electoral system is a plus;
- Excellent written and verbal communication skills;
- Ability to work well remotely and as part of a nonpartisan team;
- Ability to establish priorities, and to plan, co-ordinate and monitor own work.

- Demonstrable sensitivity to and understanding of the polarized political context of elections.

### ***Compensation***

Salary is commensurate with experience.

**Applications reviewed on a rolling basis, with a goal of filling the position as soon as possible in the new year.** To apply, please use [this link](https://airtable.com/shr4zdF0MgbRUtGiq) to submit a cover letter, CV and references. Only those candidates selected for an interview or additional consideration will be notified by the Center, no phone calls please. Application link:  
<https://airtable.com/shr4zdF0MgbRUtGiq>