Consultant: Nonpartisan Observation Coordinator, U.S. Elections, The Carter Center (Michigan and Arizona)

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, with potential travel around the state

Location: Michigan or Arizona

Length of assignment: This project is in two phases. Phase 1 will be for 3 months with possibility of extension into Phase 2 which will last up to 9 months.

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, promoting candidate codes of conduct, tracking disinformation and dangerous speech, and establishing nonpartisan observation efforts. The Carter Center plans to advance possible nonpartisan observation efforts in two key states: Arizona and Michigan. These states were selected following state assessments completed on multiple states. Nonpartisan observation efforts implemented and/or supported by The Carter Center will differ from existing partisan poll watchers and election protection groups. The goal of this observation is to provide credible and transparent information on the conduct of election in each state through public reports.

The Carter Center is seeking Observation Coordinators to lead efforts in Arizona and Michigan to establish and support nonpartisan observation efforts. Working with Carter Center staff and consultants, the Observer Coordinators will work to meet with new and existing stakeholders to build an observation effort and determine the best possibility for nonpartisan observation in each state. The work will be conducted in two Phases. In Phase I, the Coordinators will focus on partnership and network building. The second phase will focus more deeply on the logistics of observer deployment and project implementation based on the plans and partnerships developed in Phase I.
Key Responsibilities

Phase 1: Building a coalition and assessing nonpartisan observation in the state.

1. In coordination with Carter Center staff and other consultants, assist in the design and management of the Center’s nonpartisan observation activities, including
   i. Based on previous Carter Center efforts, identify possible partner organizations that could be members of an observation coalition
   ii. Meet with possible partners and other relevant stakeholders;
   iii. Work with partner organizations to develop a network or coalition in the state for conducting nonpartisan observation;
   iv. With Carter Center Atlanta staff, develop a partnership plan and work plan for recruiting and deploying observers for nonpartisan observation in the state in advance of the 2022 elections.

2. Plan for observer deployment and develop observer methodology; primary duties including:
   i. Develop and establish observer recruitment processes and systems, plan for accreditation.
   ii. In collaboration with Atlanta staff, and the observation team and coalition partners, develop an observer deployment plan;
   iii. Create deployment maps, reporting templates, and other necessary materials;

3. Assist the Carter Center with drafting press releases, public statements, and project reports as necessary in consultation with Atlanta staff.

4. Stay up to date on the electoral context and relevant news of the state assigned and provide an electoral analysis as requested by Carter Center staff.

5. Act as a representative of The Carter Center at necessary meetings and functions, including possible public speaking opportunities.

6. Perform any other duty requested for the good functioning of the mission, including remaining available to answer questions for the mission’s final report until it’s published.

Phase 2: Coordination of Carter Center nonpartisan observation efforts

Based on the outcomes and outputs of Phase I, the Coordinator will have responsibility for the following deliverables:

7. Lead observer recruitment and deployment.

8. Act as principle point of contact for observers or partner organizations

9. In coordination with Carter Center staff, and coalition partners develop the reporting framework and supervise observers reporting in the state.
Compensation

Salary is commensurate with experience.

- **Qualifications:**
  - 5+ years proven experience with election observation or election administration practices;
  - Proven project management experience;
  - Proven management skills;
  - Experience managing volunteer mobilization efforts;
  - Knowledge of nonpartisan civil society organizations in Michigan or Arizona
  - Excellent understanding of the election and voting process in the state.
  - Understanding of key political dynamics around elections in the state
  - Experience implementing data collection methodologies
  - Excellent written and verbal communication skills;
  - Excellent management skills
  - Knowledge and experience with the Microsoft suite of tools

- **Preferred qualifications:**
  - Ability to work in a fast-paced environment, as part of a diverse and inter-disciplinary team;
  - Flexibility and ability to adapt to changing project demands
  - Experience with data analysis and data visualizations software
  - Residents in Michigan and Arizona strongly preferred.

Applications are reviewed on a rolling basis, with the goal of filling the position as soon as possible. To apply, please use this link to submit a cover letter, CV, and 2 professional 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/shrc3HOjx4wqccSi4