

THE CARTER CENTER



Consultant: Election Expert, Electoral Assessment in Arizona, New Mexico, Pennsylvania, or Michigan

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 with extensive experience with election administration in Arizona, New Mexico, Pennsylvania, or Michigan to contribute to the Center's US Elections Project.

Start date: As soon as possible

Location: work will be done remotely

Length of assignment: 3 weeks from start of contract

Background

The Democracy Program at The Carter Center works globally to support democratic elections and strengthen participatory democracy, consistent with human rights. The overarching objective is to enhance democratic governance and increase effective political participation for all, especially groups that have been historically disadvantaged or that face political, cultural, or socioeconomic barriers. This includes women, racial and ethnic minorities, indigenous persons, persons with disabilities, youth, elderly people, and other marginalized groups.

This consultant position will support the U.S. Election Project within the Democracy Program including a team of Carter Center staff and a consultant team, to conduct a short-term assessment of election related issues in Arizona, New Mexico, Pennsylvania, or Michigan, focusing on the electoral/political environment and the landscape for non-partisan election observation.

Key Responsibilities

- In close coordination with, and assisted by relevant project staff, participate in remote meetings with a broad range of relevant stakeholders in Arizona, New Mexico, Pennsylvania, or Michigan in order to provide expert analysis and advice to Carter Center staff on electoral developments and the landscape for non-partisan election observation in the state.
- Together with project staff, assist in identifying and contacting key stakeholders such as political leaders, election officials, and civil society representatives to organize remote meetings to inform the assessment.

- Prepare written talking points and background information in advance of meetings.
- In consultation with other project staff, collect data to inform planning for a potential election observation mission.
- Conduct other necessary prep work to support the assessment.
- Draft a 4-6 page report on the findings of the assessment mission including analysis on key electoral and political issues in Arizona, New Mexico, Pennsylvania, or Michigan and assist in drafting a 2-page trip report for Carter Center senior management.
- Remain available for consultation (phone or email) as final decisions are made by Carter Center staff regarding project implementation in Arizona, New Mexico, Pennsylvania, or Michigan.

Preferred Qualifications

- 5-10 years of election administration experience in the United States, preferably in Arizona, New Mexico, Pennsylvania, or Michigan;
- Knowledge of key actors working on election issues in Arizona, New Mexico, Pennsylvania, or Michigan;
- Good 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.

Compensation

Salary is commensurate with experience.

Applications reviewed on a rolling basis, with a goal of filling the position as soon as possible. To apply, please use [this link](https://airtable.com/shrORFexXtz3n3B1X) 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/shrORFexXtz3n3B1X>