Consultant: Election Expert, Electoral Assessment in Michigan, North Dakota, New Mexico, California, Virginia, Montana, Mississippi

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 consultants with extensive experience with election administration in Michigan, North Dakota, New Mexico, California, Virginia, Montana, Mississippi to contribute to the Center’s US Elections Project.

Start date: As soon as possible.

Location: Remote

Length of assignment: 15 Workdays Per State

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 consultants, to conduct a short-term assessment of election related issues in Michigan, North Dakota, New Mexico, California, Virginia, Montana, or Mississippi focusing on the electoral/political environment and the landscape for non-partisan election observation.

The State Assessment consultant will largely be tasked with collecting information to assess whether the presence of the Democracy Program at The Carter Center would be useful, advisable, and feasible.

More precisely, working with Carter Center staff or consultants, the Electoral Expert consultant will:

- Assess the pre-election environment in Michigan, New Mexico, California, Mississippi, Virginia, Montana, or North Dakota and ultimately prepare a report (up to 10 pages) detailing your findings, including the following subjects:
  - The overall political environment
  - Accessibility to polling places for nonpartisan election observers
  - Existing observation activities within the state
• Election administration procedures
• Recent electoral reform history
• Parties and Candidates
• Existing organizations active within the election space

• Conduct desk research/analysis on assigned state(s).
• Solicit and conduct interviews with representatives of civil society organizations, media, and other relevant members of the people active within the election space to support conclusions in the report.
• 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.
• Prepare written talking points and background information in advance of meetings.
• Remain available for consultation (phone or email) as final decisions are made by Carter Center staff regarding project implementation in Michigan, New Mexico, California, Mississippi, Virginia, Montana, or North Dakota.

Preferred Qualifications

• 5-10 years of election administration experience in the United States, preferably in Michigan, New Mexico, California, Michigan, Mississippi, North Dakota, or Montana;
• 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;
• Experience with nonpartisan election observation preferred.

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 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.

Please submit your application materials here: https://airtable.com/shrdrglCDpcztnhBl