



Political Assistant

Fair Fight is a national voting rights organization rooted in Georgia. We are the nation's only organization focused on promoting free and fair elections through litigation, legislation, and advocacy, that brings high-impact campaign strategies to make elections fair – for all.

To do this, we seek a talented political assistant to support the day-to-day political organizing, and legislative work of the organization by assisting our Political Director in helping meet our ambitious political and legislative goals.

What You'll Do

As a Political Assistant, your duties will include:

1. Help manage key relationships with local, regional, and national elected officials who assist in representing Fair Fight as surrogates across these channels.
2. Assist in the management of Fair Fight's Senior Fellowship Program, PAC Political priorities, and Fair Fight legislative priorities. This could include, but not be limited to: engaging elected officials in advocacy efforts; monitoring all new, and amended legislation; serve as a liaison between Fair Fight and it's endorsed candidates.
3. Build and maintaining a political master list (database).
4. Assist in the monitoring of all voting related issues in regards to elected officials & legislation.
5. Report timely and accurate data to the Political Director.

Who You Are

We're seeking a detail-oriented do-er that can handle a high volume of work with a large capacity to learn new things quickly and a problem-solving spirit of yes.

Additionally, our ideal candidate will identify as:

- **A highly organized, data-driven leader.** The ideal candidate can juggle competing priorities in a changing environment without dropping balls. They have demonstrated experience in high level research, planning and executing events, and moving projects forward. They are comfortable using data to inform decision-making strategy, appreciate the importance of reporting clean and accurate data, and possess a strong attention to detail.
- **Strong cross-team collaborator.** The ideal candidate communicates well with external and internal partners, closes the loop quickly on outstanding issues, and manages up and across to their colleagues, manager, and other team leaders.

- **Self-starter who is highly skilled at managing up.** The ideal candidate knows how to leverage limited manager or leader time to get the information needed to move decisions, and the work, forward.
- **Fast-paced, urgent, and high-capacity.** The ideal candidate will have the ability to work quickly, under pressure, and with strong attention to detail, including some weekend and evening hours as necessary. Experience in fast-paced rapid-response shop(s) and/or campaigns/legislative bodies is strongly preferred.
- **Culturally aware relationship-builder.** You have deep experience working with historically marginalized communities and building strong relationships across lines of difference. You are empathetic, garner trust, and are eager to listen.

Working at Fair Fight

This position is based in Decatur, Georgia with some travel required. The salary band for this position is competitive for organizations of our size in metro Atlanta and is commensurate with the quality and breadth of experience the successful candidate brings to the table. In addition, we offer paid time off and health benefits to all full-time employees. To apply, please submit: 1) a cover letter, 2) updated resume, and please send us a paragraph in response to the following question, "What do you think are the most important considerations when communicating with elected officials and their teams?" to Andre D. Fields at PAC@fairfightaction.com

Salary Range: \$42,000- \$48,000 per year.

Please note: Incomplete applications or applications through the LinkedIn platform will not be considered.

To deliver on our mission, Fair Fight hires and supports a diverse team of the best and brightest, and most mission-driven professionals. We encourage applications from candidates from all backgrounds and walks of life and work hard to create an environment where everyone on our team feels included, involved in key decisions that affect them and supported in bringing their full selves to work. Learn more about us at fairfight.com.