

DATA EXPERT / TELECOM MANAGER – 2017

COMPANY PROFILE

Cor Strategies is an innovative political solutions company founded in 2009 on the concept that the fields of politics, marketing, and technology could be fused to achieve superior results. We are now the largest center-right political consulting firm in Illinois, having worked with nearly 400 campaigns and 150 businesses and organizations.

POSITION DESCRIPTION

Cor is now conducting telecom and data work in 29 different states in addition to our national and campaign services. We are in need of someone with data and/or technology skills to assist with and eventually lead this rapidly-growing department. Individual would be trained on the specific technologies and skills necessary.

This individual would conduct all telecom on behalf of our clients. This includes polling, starting with pulling and preparing the data, working with the strategy/communications team to draft the script, recording the script (if automated poll), coordinating the collection of responses, modeling/weighting the data (if necessary), and summarizing the results. It includes robocalls, which includes pulling and preparing the data, working with the communications team to draft the script, getting the script recorded, conducting the call, collecting responses (if necessary), and reporting on the results. It also includes tele town halls, which typically includes pulling and preparing the data, working with the communications team to draft scripts, getting the scripts recorded, ensuring the communications team develops talking points, setting up the town hall, training the client's support staff, executing the calls, conducting the town hall, capturing any poll responses on questions asked during the town hall, and reporting the results.

In addition, this individual will coordinate all data work for our clients. This includes data work for campaigns, including developing targeted lists for voter outreach activities such as mailings and digital ads, as well as supporting field efforts by maintaining target lists and providing walk and call sheets. It includes managing campaign data, such as donor lists, identified supporters, and GOTV targets. It also includes managing all internal company data and contacts, and generating any reports necessary for leadership and/or clients.

Individuals in this role must be meticulous and have excellent attention to detail, as data integrity is paramount. They must be experts in programs such as Microsoft Office and Google Docs as well as CRM databases and reporting programs. The ideal candidate for this position is detailed, precise, accurate, thorough, and focused. They must be knowledgeable in telecom and/or technology, and eager to learn both to be fully independent in this position as well as to stay current on modern technologies, techniques, and regulations. They must have the ability to multi-task and handle multiple responsibilities at the same time. They must embrace challenges and have the ability to set ambitious goals and deliver results. Candidates must hold right-of-center political beliefs and be located in (or able/willing to travel to) Chicagoland.



POSITION RESPONSIBILITIES

- Work directly with operations team to support activities as necessary.
- Handle all correspondence and complete projects in a timely manner.
- Conduct all Cor telecom:
 - Polling: Pulling and preparing the data, working with the strategy/communications team to draft the script, recording the script (if automated poll), coordinating the collection of responses, modeling/weighting the data (if necessary), and summarizing the results.
 - Robocalls: Pulling and preparing the data, working with the communications team to draft the script, getting the script recorded, conducting the call, collecting responses (if necessary), and reporting on the results.
 - Tele Town Halls: Pulling and preparing the data, working with the communications team to draft scripts, getting the scripts recorded, ensuring the communications team develops talking points, setting up the town hall, training the client's support staff, executing the calls, conducting the town hall, capturing any poll responses on questions asked during the town hall, and reporting the results.
- Conduct all Cor data work, both internally and for our clients, including developing targeted lists for voter outreach activities such as mailings and digital ads; supporting field efforts by maintaining target lists and providing walk and call sheets; managing campaign data such as donor lists, identified supporters, and GOTV targets; and managing all internal company data and contacts.
- Generate any reports necessary for leadership and clients.
- Discuss projects with clients directly as necessary, and provide job details to accounting for billing.
- Stay current on technologies, techniques, and regulations to suggest improvements to leadership.

POSITION REQUIREMENTS

- Demonstrable Republican or conservative political experience in any U.S. jurisdiction
- Self-starter with ability to work independently and as part of a team
- Excellent attention to detail and meticulous; keep understanding of the importance of data integrity
- Expert in Microsoft Office, Google Docs, CRM databases, and various reporting programs
- Skilled at multi-tasking, hard-working, efficient, thorough, and focused
- A desire to learn and an interest in continued involvement in right-of-center politics
- Trustworthy and ability to respect confidentiality and work with discretion (confidentiality agreement required)
- A strong commitment to Cor's mission, core values, and clients (12 month non-compete required)
- A passion for the opportunity and field as well as an interest in growing with an exciting firm
- Located in (or able/willing to travel to) Chicagoland

POSITION COMPENSATION & BENEFITS

Compensation will be commensurate with experience and responsibilities. Cor provides healthcare and retirement benefits, a flexible work schedule, and rapid advancement opportunities.

TO APPLY

Send a cover letter, your resume, 3 references, and links to your social media profiles to Hub@CorStrategies.com. Phone calls will not be accepted.

