



Others play  
politics. We do  
politics.

## DATA & TECH EXPERT – 2022

### COMPANY PROFILE

Cor Strategies is a Midwest-based political solutions company that drives results. Founded in 2009, we're the largest full-service center-right political company in Illinois. To date we've worked with over 550 campaigns and 200 businesses & organizations.

We use our expertise and relationships to make a difference by doing work that matters. Our mission is to drive improvement by helping people, organizations, and causes progress commonsense center-right principles and promote the public good.

### POSITION DESCRIPTION

Cor currently conducts telecom and data work in 48 different states, and we are in need of someone with data and/or technology skills to assist our current team. This individual would be trained on the specific technologies and skills necessary.

This individual would help conduct 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 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. Lastly, this would include peer-to-peer texting using Cor's own applications to connect with a target audience on behalf of Cor's clients. Typically, this includes obtaining and preparing the targeted lists, working with marcom to draft content, then either training the clients' staff to push out message or doing it internally.

In addition, this individual will assist with data work for our clients. This includes 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.

If interested, this individual can also assist with web development for our clients. This includes updating client websites or news pages, optimizing web platforms for search engines and social media advertising, cleaning up or redesigning old client websites, working with our marketing and communications team to develop copy and branding for brand new websites, building out those new websites, maintaining web platforms, and ensuring they're secure and protected from malicious activity.

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. For web development, experience with HTML and other languages is a huge plus along with familiarity with WordPress and other platforms. 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.
- Assist with conducting 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.
  - 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.
  - Peer-to-Peer Texting: Obtaining and preparing the targeted lists, drafting the messages for the clients, then either training the clients' staff to push out message or doing it internally.
- Assist with conducting 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.
- Optionally assist with web development
- Stay current on technologies, techniques, and regulations to suggest improvements to leadership.

## POSITION REQUIREMENTS

- Demonstrable relevant data, telecom, and/or tech experience
- Excellent attention to detail, meticulous, keen understanding of the importance of data integrity
- Expert in Microsoft Office, Google Docs, CRM databases, and various reporting programs
- Self-starter with ability to work independently and as part of a team
- Skilled at multi-tasking, hard-working, efficient, thorough, and focused
- Trustworthy and ability to respect confidentiality and work with discretion
- Desire to learn and an interest in continued involvement in center-right politics
- Strong commitment to Cor's mission, vision, core values, and clients (12 month non-compete required)
- Passion for the opportunity and field as well as an interest in growing with an innovative firm
- Located in (or able/willing to travel to) the northwest suburbs of Chicago

## POSITION COMPENSATION & BENEFITS

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

## TO APPLY: [CORSTRATEGIES.COM/CAREERS](https://corstrategies.com/careers)

Send a cover letter, resume, three references, and links to your social media profiles to [Hub@CorStrategies.com](mailto:Hub@CorStrategies.com). Phone calls will not be accepted.