



## **Research Tracker**

The research tracker is responsible for attending events, assisting with research projects including media collection and transcription. The tracker will share details of events on targeted candidates; audio and/or video record the events; prepare detailed memos on the topics covered at the event; and promptly upload the audio and/or video.

This is a general election position through November 15, 2020

### **Specific Tasks:**

- Collection and research assistance as needed
- Preparing detailed memos on events
- Monitoring events/tracking opportunities
- Confirming event details and getting technology ready for events
- Preparing memos and uploading footage
- Transcribing footage within 24 hours
- Researching and filming other relevant events
- Compiling local news stories as needed
- Other research tasks as needed

### **Requirements:**

- Excellent writing ability and communication skills
- Familiarity with video editing
- Ability to perform duties under pressure
- Ability to travel extensively at very short notice
- Good time management, troubleshooting, and communications skills;
- Availability during evening and weekend hours
- Willingness to work independently
- A reliable car to get to and from events

### **How to Apply:**

This is a full-time position. Salary and benefits are commensurate with experience and qualifications. Please apply online at: [https://docs.google.com/forms/d/e/1FAIpQLSeOC-OAXsT-9LMu9Wmo2HNE48LN\\_bhAKnYZm71Ys14fTrd8MA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeOC-OAXsT-9LMu9Wmo2HNE48LN_bhAKnYZm71Ys14fTrd8MA/viewform)

Please contact Jennifer Fiihr at 515-244-7292 or [jfiihr@iowademocrats.org](mailto:jfiihr@iowademocrats.org) for any accommodations you need for the application and interview process.

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