



Data Assistant

Reports to: Data Director
Works with: CRP staff, outside counsel and consultants
Location: Sacramento
Job Status: Full time
Exempt
Temporary

About the California Republican Party

The California Republican Party (CRP) is the official organization of the ballot qualified Republican Party, and exercises general direction over the statewide election campaigns for Republican nominees for state elective office. The CRP's members are the registered Republican voters in California.

Overview of Responsibilities

The Data Assistant will provide support for the CRP data team with regard to quality control and data tracking. Additionally, the Assistant will be responsible for quality control of data moving between organizations.

Essential Duties

- Review and distribute surveys, voter lists, and reports to vendors
- Review data and responses coming from vendors and collaborators
- Import and control the flow of data to the CRP Voter File
- Provide timely feedback to collaborators with regard to current data focus
- Provide data reports as requested
- Provision and maintain CRP tablets in inventory
- Other duties as assigned

Preferred Capabilities

- Basic, or better, understanding of statistics and the concepts related to it
- Reasoning skills that allow for a critical interpretation of results
- Familiarity with looking at and analyzing data in raw form as well as graphically
- Familiarity with Microsoft Excel
- Ability to effectively manage, and set priorities for, a large number of requests
- Strong organizational skills
- Strong oral and written communication skills, including quantitative analysis, spreadsheets, and databases
- Highly collaborative and perceptive, and shows prudent analysis in problem solving
- Ability to work independently and take direction; organizational skills to manage multiple projects, ability to work on tight and changing deadlines, and manage workload amongst various priorities and work projects
- Strong interpersonal skills, ability to report to various supervisors
- Detail-oriented
- Ability to maintain confidentiality of work
- Work is conducted in an office environment; job requires ability to work with office equipment, files, lift boxes and materials of up to 25 pounds