

ALG POLLING

JOB OPENING: Fielding Assistant

This position is available immediately in our **Montgomery, AL** office.

ALG Research is a nationally recognized Democratic polling firm with offices in Washington, DC, Boston, Chicago, New York and company headquarters in Montgomery, AL. ALG is looking for an intelligent, hard-working professional with an interest in Democratic politics, and strong attention to detail.

Primary responsibilities include:

- Monitoring phone studies to ensure adherence to ALG methodologies
- Scheduling, programming, proofing, deployment and management of online and in-person focus groups
- Communicating with panel companies to determine project feasibility
- Coordinating and confirming sample sizes, orders, and screens
- Reviewing audits by geography/demographics before going into the field
- Reviewing daily partials for demographic/geographic reliability – communicating problems/needs
- Proofing documents for grammatical and programming errors
- Outlining each project's daily quotas/progress of interviews and confirming daily progress/problems
- Tracking and confirming phone bank and focus group schedules
- Setting up/updating server folder system for each client.

Preference given to candidates who possess a mix of the following:

- Ability to multi-task (e.g., handle multiple projects at any given time)
- Ability to communicate effectively
- Experience working with data in political campaigns
- Ability to work independently and as part of a team
- Bachelor's degree
- Experience in scheduling
- Proficiency in Word and Excel
- Willingness to work outside of normal business hours, as needed

ALG Research offers a competitive salary and benefits package that includes employer-paid health insurance. Email resumes to andrea@algpolling.com. Open until filled.

ALG is an equal opportunity employer. We value a diverse workforce and an inclusive culture. ALG encourages applications from all qualified individuals without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, and veteran status. Women, people of color, and LGBTQ individuals are strongly encouraged to apply.