



# GROSSMAN SOLUTIONS

**Position Announcement**  
**Grossman Solutions – Data Coordinator**  
**Vaccination Campaign**  
**Connecticut (Remote Possible)**

Grossman Solutions, in partnership with the State of Connecticut Department of Public Health, is hiring a Data Coordinator for a grassroots campaign to help Connecticut receive the COVID-19 vaccine. The paid canvass is part of a larger grassroots outreach campaign to schedule Connecticut residents for COVID-19 vaccination appointments and educate them on the vaccine. The campaign will prioritize majority African American and Latino neighborhoods to ensure an equitable vaccination rollout.

This position will support all data, technical, and reporting needs of the campaign to ensure a smooth execution of the paid canvass and other campaign tactics. The ideal candidate is motivated and detail-oriented with superb analytical skills and the ability to work cooperatively with staff at all levels.

The Data Coordinator will report to the Campaign Manager.

This position begins immediately and is currently envisioned to last until Labor Day. Pay is competitive and benefits include health insurance stipends.

## **Job Responsibilities**

- Work closely and collaboratively with the Campaign Manager to advise on data and technology processes, develop reporting tools and tracking systems, and monitor program progress to recommend adjustments as needed
- Serve as the EveryAction Administrator and use EveryAction to execute tactics for a comprehensive grassroots campaign including but not limited to creating target universes; cutting turf for door-to-door canvassing; setting up virtual phone banks; creating mail lists; and customizing, analyzing, and creating reports
- Support the Campaign Manager in creating daily and weekly reports
- Create presentations to convey data using Microsoft Excel, PowerPoint, and data visualization tools for leadership as requested
- Support the operations team in acquiring and setting up technology (e.g. phones, laptops, and other office equipment) for staff
- Respond to staff requests for technical and EveryAction support. Troubleshoot data and EveryAction challenges
- Help ensure accurate and timely data entry
- Support the development of EveryAction training curricula and materials for field staff
- Make recommendations on technology tools to help streamline and improve the campaign
- Represent the campaign with professionalism and ethical conduct



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- Successfully complete required training

## Qualifications

- 2+ cycles working in a data management capacity in a campaign setting
- Experience working with underrepresented and/or historically marginalized communities, preferably in campaign or organizing settings
- Expert knowledge of EveryAction or VAN (Voter Activation Network)/VoteBuilder
- Comfortable with data analytics and an ability to effectively interpret data and communicate it clearly
- Experience with and ability to train and coach others on VAN and data entry processes
- Expert Microsoft Excel/Google Sheets skills, and highly proficient in other Microsoft Office and Google Workspace tools
- Technologically savvy and ability to troubleshoot IT issues
- Ability to work evenings and weekends
- Proven ability to be flexible and work under pressure in a fast-moving environment
- Excellent interpersonal and communication skills
- Ability to learn quickly
- Demonstrated success in metrics driven jobs
- Experience with additional technology and data visualization tools a plus
- The Data Coordinator will be subject to a background check
- Experience working in Connecticut preferred

## Location

This position can be remote, but may require occasional travel to Connecticut field offices.

## To Apply

Please submit resume and cover letter online at [grossmansolutions.com/jobs](https://grossmansolutions.com/jobs). Applications will be evaluated on a rolling basis.

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