



Job Opening: Fielding Assistant

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

Anzalone Liszt Grove Research is a nationally-recognized Democratic polling firm with offices in Washington, DC, New York City, Chicago, Boston, Hawaii and Montgomery, Alabama. We are 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 ALGR methodologies
- Scheduling, programming, proofing, deployment and management of online surveys and discussion boards
- Communicating with panel companies to determine project feasibility
- Coordinating and confirming sample sizes, orders, and screens.
- Being responsible for 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. 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 the project load for multiple surveys at any given time)
- Experience working with data in political campaigns
- Bachelor's degree
- Experience in scheduling
- Proficiency in Word and Excel

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