
 <b>Nebraska Table</b>  <b>Second House</b> COLLABORATIVE	<b>Data Training Associate</b>
<b>Supervisor</b>	Director of Data & Experimentation
<b>Exempt/Non-Exempt</b>	Non-Exempt
<b>Salary</b>	\$52,000

*The Data Training Associate works with the Nebraska Civic Engagement and its sister 501(c)(4) Organization, Second House Collaborative. The Data Training Associate performs distinct tasks for each organization and is responsible for accurately tracking time and activities spent for each organization*

## Job Purpose

- **Train and administer** all Nebraska Table data and organizing tools in collaboration with the Data Director, including basic, day-to-day technical support for Members
- **Support** Member organizations and Nebraska Table staff with quick responses to requests and a robust understanding of voter, demographic, and other data sets
- **Connect** grassroots organizing work and statewide power-building efforts to intentional data strategy
- **Develop** additional data and tools knowledge and skills with a variety of platforms in partnership with the State Voices network to further enhance internal organizational capacity and Member engagement and efficacy

## Key Accountabilities (Nebraska Table)

### Member Training and Support

- Deliver trainings to a variety of audiences across skill levels, including Member organizations, other departments within the organization, and other stakeholders
- Maintain prompt and thorough responses to data help requests from the Nebraska Table's Members assisting with everything from tools troubleshooting and maintenance to training requests
- Work with the Data Director to update and maintain training materials for the Nebraska Table's suite of voter contact and outreach tools, including, but not limited to: VAN, ThruText, Mobilize, Rock the Vote, and more
- Support Data team and broader coalitions with ballot initiative quality assurance and data support, including maintenance and scaffolding of infrastructure for initiatives
- Support a broad range of Member organizations with their use of field organizing tools in VAN
  - Examples may include, creating basic lists, creating survey questions and activist codes, creating scripts, setting up phone banks, cutting turf, bulk uploading data, etc.

## **Data Platform Administration**

- Manage user access and security for the VAN and other platforms made available to Members and/or their partners and third-party vendors
- Regularly affirm data hygiene, diagnose areas for training, and ensure network wide state and federal compliance
- Assist with management of all Nebraska Table-owned databases, platforms, and other information

## **Collaboration**

- Work with other Nebraska Table departments on trainings, tool support for both voter contact and database management, help craft strategy, and answer other data-related questions to build data capacity and knowledge
- Function as part of a national data peer network, which includes regular calls and trainings with State Voices national data team to help maintain a shared data infrastructure across the states
- Participate in national working groups to develop nationwide standards and best practices

## **Key Accountabilities (Second House Collaborative)**

### **Member Training and Support**

- Maintain prompt and thorough responses to data help requests from Members assisting with everything from tool troubleshooting and maintenance to training requests
- Work with the Data Director to update and maintain training materials of voter contact and outreach tools, including but not limited to: VAN, ThruText, Mobilize, Rock the Vote, and more
- Support Data team and broader coalitions with ballot initiative quality assurance and data support, including maintenance and scaffolding of infrastructure for initiatives
- Support a broad range of Member organizations with their use of field organizing tools in VAN.
  - Examples may include, creating basic lists, creating survey questions and activist codes, creating scripts, setting up phone banks, cutting turf, bulk uploading data, etc.

### **Data Platform Administration**

- Manage user access and security for the VAN and other platforms made available to Members and/or their partners and third-party vendors
- Regularly affirm data hygiene, diagnose areas for training, and ensure network wide state and federal compliance
- Assist with management of all Second House-owned databases, platforms, and other information

## **Collaboration**

- Work with other Second House Collaborative departments on trainings, tool support for both voter contact and database management, help craft strategy, and answer other data-related questions to build data capacity and knowledge
- Participate in national working groups to develop nation-wide standards and best practices.

## **Leadership Competencies**

- Work with autonomy
- Collaboration
- Public speaking
- Creative problem solving
- Learning Agility

## Qualifications

- Familiarity with Voter Activation Network (VAN), ThruText, Mobilize, Reach and other voter contact platforms a plus
  - Knowledge of 501(c)(3), 501(c)(4), 527, etc. advocacy rules and regulations preferred
  - Strong familiarity with the political process and Nebraska nonprofit landscape preferred
  - Comfortability training individuals and groups from a wide range of backgrounds and skill levels on a wide range of information and communicate technical information to non-technical audiences
  - A willingness and aptitude to seek out and learn new technical skills that will further the mission of the table and assist in presenting data to partners in an accessible manner
  - Experience with Microsoft Excel and basic knowledge or interest in data science and statistics preferred
  - Commitment to anti-racism, racial equity, and inclusion; commitment to building power to transform the lives of everyday people, especially those who experience oppression
  - Bilingual applicants encouraged to apply
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*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Nebraska Table reserves the right to modify and assign other duties as necessary. All duties must be performed in compliance with applicable federal, state, and local laws and regulations, as well as organizational policies, including those related to the distinct legal and operational requirements of a 501(c)(3) and sister 501(c)(4) organization*

## Working conditions

- Office environment
- Remote work environment
- Some travel required

## Physical requirements

Extended periods of sitting in front of a computer

## Direct Reports

None

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Start Date  
March 30, 2026

To Apply  
Send your resume and cover letter to [applications@nebraskatable.org](mailto:applications@nebraskatable.org). To ensure your submission is properly routed; your subject line should be: "NCET Data Training Associate". Resumes will be accepted until the position is filled; however, preference will be given to resumes received by February 27, 2026. No calls please.

COVID-19 Vaccination. Either proof of completed COVID-19 vaccination, as recommended

by CDC at time of employment, or completion and submission of a religious or medical exemptions are required as part of the terms of employment

The Nebraska Civic Engagement Table is an equal opportunity employer. Qualified individuals are encouraged to apply without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.

### **Working conditions**

- Office environment
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Extended periods of sitting in front of a computer

### **Direct Reports**

None

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