



## **Survey Administrator, Washington, DC**

### **About This Job**

GeoPoll is looking to hire a Survey Administrator based in Washington DC that will assist with programming and running survey campaigns across Africa. This position will report to the Director of Operations in DC but will also work virtually with GeoPoll's Operations team in Nairobi, Kenya.

The ideal candidate will be an efficient self-starter who is excited to work within a fast-growing technology company. A strong sense of commitment to GeoPoll's mission is a must.

### **About GeoPoll**

GeoPoll is a growing company of over 60 passionate, smart people from around the world. We leverage the mobile phone to track media ratings, brand health, and key performance indicators for clients including local and international media houses and brands, research agencies, and NGOs.

### **Your Responsibilities:**

- Programming survey instruments within GeoPoll's proprietary survey platform
- Running survey campaigns across GeoPoll's 20+ markets
- Coordinate on projects with diverse partners and clients for survey design and research
- Developing research strategies to better understand respondents in new GeoPoll markets

### **Your Background**

- Undergraduate degree from a 4 year institution
- Professional or school experience with survey research and data collection (1 year)
- A strong self-starter with the ability to work independently and as part of a team.
- Excellent attention to detail and organizational skills with the ability to follow through and execute on tasks in a pro-active, timely manner.
- Excellent verbal and written communication skills.
- Experience with MS Word, PowerPoint, Excel required.

### **To Apply**

Please send a cover letter and resume to [jobs@geopoll.com](mailto:jobs@geopoll.com) with the position name in the subject.