



PRESS SECRETARY

The Colorado Democratic Party seeks a Press Secretary who will manage and grow all digital properties of the Party, including our email list, social media accounts, and website traffic. As Press Secretary, you will also support the press operations, drafting written communications and helping disseminate press communications.

You'll work every day to engage and inspire Democrats in Colorado and hold Republicans accountable. The Press Secretary will play an important role on our team to protect our Democratic incumbents, and help elect Democratic nominees in 2022.

Internal Communications

- Write short and long-term communications plans.
- Write talking points for events and stakeholders as needed.
- Develop messaging around issues for staff, stakeholders and allies.
- Work with staff to manage difficult communications situations including crisis communications.

External Communications

- Plan and oversee press events ranging from press conferences to press calls.
- Develop and execute press events with surrogates and elected officials.
- Directing proactive and rapid response communications.
- Develops pitch ideas and pitch stories to reporters in Colorado and nationally.
- Work with reporters to manage the image of the Colorado Democratic Party and its candidates.
- Draft media materials, including press releases, talking points, online content, blast emails, and statements.
- Work with the Chair and other party/elected officials to enhance the message of the Party.
- Work with campaigns to coordinate press and communications strategy and assist as needed.
- Respond to media inquiries on a wide range of issues.

Digital Media

- Work with other staffers to develop and execute digital and social media plans.
- Work to integrate emails and digital media into the overall plan.
- Manage day-to-day digital media including Facebook, Instagram, and Twitter posts.

QUALIFICATIONS

- Experience with email and digital organizing, communications, and online fundraising.
- Strong persuasive writing skills with major attention to detail.
- Experience with email platforms.
- Experience with content management systems such as WordPress.
- Experience with email marketing platforms such as ActionNetwork and MailChimp.
- Understand basics of graphic design for the online consumption; experience with the Adobe systems, including Photoshop, Illustrator, and InDesign preferred but not required.
- Proven experience managing multiple complex projects and finishing tasks on deadline.
- Ability to track and understand digital data. Experience with Google Analytics is helpful.
- Working knowledge of HTML and CSS.
- Passion for electing Democrats and working with members of the broad coalition that make up our Party.
- Comfortable working with high-level Democratic officials, candidates, staff, and donors.

HOW TO APPLY:

This is a full-time position. Salary is commensurate with experience. Please send resume, cover letter, and social media and writing samples electronically to resumes@coloradodems.org.

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