



District of Columbia Democratic Party Communications and Digital Contractor

District of Columbia, United States

Description

The DC Democratic Party seeks a Communications and Digital Contractor who will manage and grow all digital properties of the Party. The Associate will be responsible for executing the messaging strategy set by the Chair and Executive Director on social media platforms, including Facebook and Twitter, and other platforms as they arise. He/she will report to the Executive Director and will work closely with the Executive Director to execute strategic communications goals and raise the DC Democratic Party's public profile.

Responsibilities/ Duties

- Effectively execute the messaging goals set by the Chair and Executive Director.
- Manage and develop an integrated digital campaign plan for the Party, including fundraising/list building emails, social media, and web properties.
- Write, edit, and design content for the party's email list. Segment lists, test approaches, and use best practices to raise money, mobilize volunteers, and help elect candidates up and down the ticket.
- Generate and enhance earned media and communications resources. Create a cohesive statewide message by writing, editing, designing, and curating content for the party's social media accounts.
- Develop and manage a robust social media program which integrates our message and tracks progress and effectiveness of our effort. Write and disseminate press releases, media advisories, statements from the Chair, and other outreach materials.

- Create social media graphics and videos to elevate the party's social media brand and messaging.
- Work as a part of the team and pitch in on crucial projects in any way needed to include adding events into MobilizeAmerica, creating Zoom meeting links for DC Dem Party events; launching those events; work closely with the Communications Committee team and Corresponding Secretary, etc.

Requirements:

- Requiring 1-3 years of communications and/or digital experience, ideally in the political field.
- Excellent written and verbal communication skills.
- Experience with email and digital organizing, communications, and online fundraising.
- Experience with Photoshop required; experience with InDesign or other desktop publishing software preferred
- Experience in graphic design, social media management, and strategic communications
- Working knowledge of HTML and CSS
- Proven experience managing multiple complex projects and finishing tasks on time
- Experience with Google Office Suite

How to Apply:

This is a contract position, available immediately. Monthly retainer is commensurate with experience.

Please send resume, cover letter explaining your interest in the position, salary requirements, and three professional references as PDF attachments to **Claudette David- Executive Director** at ExecutiveDirector@DCDemocraticParty.org. Please put "Your Name- Communications and Digital Associate" in the subject line. The position will remain open until filled. Finalists will be asked to complete a writing test to show their skill with writing blast emails.

No person shall be discriminated against in seeking employment with the DC Democratic State Committee because of race, color, religion, gender, age, national origin, ancestry, marital status, height, weight, creed, sexual orientation, economic status or disability.

DC Democratic State Committee