Digital and Social Media Coordinator

The Kansas Democratic Party is seeking an experienced, proactive, and savvy Digital and Social Media Coordinator to lead the state party’s digital operations and larger media output. Working closely with staff, the Chair, and party officers to coordinate consistent messaging, the Digital and Social Media Coordinator will oversee and execute the party’s output across all platforms. This Topeka-based position reports to the Executive Director and will be highly collaborative and crucial in the Kansas Democratic Party achieving its mission of electing Democrats to all levels of government.

Salary: $3,500/mo.

Digital and Social Media Coordinator Position Responsibilities Include:

- Work with KDP Executive Committee, staff, and affiliate groups to create and manage content for the KDP and affiliate campaigns
- Create professional graphics, videos, and print materials using the Adobe Creative Suite
- Create, edit, and approve content for general, call to action, and fundraising emails, maximize email deliverability strategy, and draft press releases and advisories using NGP-VAN and VoteBuilder
- Manage KDP website and webstore using WordPress, BigCommerce, basic coding, domain and hosting services
- Manage KDP social media platforms for digital advertising/mobilization and maintain consistent social media voice
- Work with KDP staff to manage social media, website, and email content to serve larger electoral goals and use NGP-VAN and VoteBuilder to optimize social media advertising and mobilization strategy
- Tactical communications and rapid response decisions to boost political and electoral efforts
- Provide support to KDP Executive Committee and staff on digital programs, as needed

Minimum Qualifications:

- At least 1-2 years of graphic design and video editing experience using the Adobe Creative Suite, particularly the Photoshop, Illustrator, InDesign, and Premiere Pro programs
● Substantive experience with managing operations across social media platforms and overseeing the larger online presence for professional organizations or clients
● Strong verbal, written, and interpersonal communication skills, including attention to detail
● Shrewd judgement, especially in time-sensitive and active situations
● Ability to work outside of the 9:00 a.m. - 5:00 p.m. hours due to the nature of internet and always-moving news and events
● Website management skills
● Experience writing in AP style
● Must have a passion for political work, and a desire to learn and grow in the political field
● Must be organized, responsible, and have strong attention to detail
● Must be dedicated to the Democratic cause
● Experience with email and digital organizing, communications, and online fundraising
● Working knowledge of HTML and CSS, WordPress
● Experience with NGP-VAN and VoteBuilder preferred
● Willing to relocate to Kansas upon hire
● 1-3 years of communications and/or digital experience, ideally in the political field

How to Apply:
Interested candidates should submit a resume and cover letter to Info@KansasDems.org. Please list “KDP Digital and Social Media Coordinator” in the subject line. Position will be open until filled and applications will be reviewed on a rolling basis.

The Kansas Democratic Party (KDP) is an equal opportunity employer committed to creating an inclusive workplace. The KDP is dedicated to achieving equality of opportunity for all employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, age, national origin or disability.