

Press Secretary

The ideal candidate for Press Secretary is an effective communicator with strong written, verbal, technical and digital communications skills. Under the direction of the Executive Director and the Chair, the Press Secretary is tasked with implementing the internal and external communications strategy of the Michigan Democratic Party.

The Press Secretary will work to ensure that the core message of the Democratic Party is clearly developed while promoting the message among our party infrastructure as well as various media outlets. The Press Secretary serves as the contact and spokesperson for news and media.

Responsibilities

- Work with Executive Director and Chair to execute multi-pronged message strategy
- Write press releases, media advisories, statements/speeches and manage social media
- Handle media inquiries, pitch and book all media interactions for the COO and Chair
- Serve as point person, on-the-record and on-background, with media outlets across the state and across the country
- Organize and execute press events
- Coordinate with key Communications staffers for elected officials and partner organizations
- Coordinate with vendors to execute email fundraising, list building, event notification, and paid digital advertising.
- Coordinate with Finance staff in drafting fundraising appeals
- Serve as event coordinator for major events, including State Convention and the annual dinner.

Required Qualifications

- A commitment to ideals and principles of the Democratic Party
- 2-4 years of experience working in communications required
- Experience writing and editing external communications, including talking points, scripts, press releases, press memos and op-eds required
- On the record experience required

Preferred Background and Experience

- Experience with digital communication platforms and best practices preferred
- Experience working with Digital staff and vendors preferred
- Research experience preferred
- Political, union or non-profit communications experience preferred
- Graphic design and html skills a plus

Equal Opportunity Employer

The Michigan Democratic Party is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The Michigan Democratic Party is an equal opportunity employer and it is the MDP's policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis.

How to Apply

Please submit a resume and cover letter in pdf form before January 31, 2020 to midemparty@michigandems.com. Please make the subject of your e-mail "Interest in Press Secretary Position from [Insert Your Name Here]". Please save and send your resume as "[Your Name] Resume". Any resumes not submitted in the above format will not be considered.