

The North Dakota Democratic-NPL Party is seeking an experienced and versatile **Digital and Media Assistant** who works with a sense of urgency. This role calls for a digital native excited to engage with Democratic supporters and expand our virtual reach. This is a part-time position with a 10-20 hour weekly commitment through November 8. The Digital and Media Assistant reports directly to the Communications Director.

Digital and Media Assistant responsibilities include:

- Assisting in development of digital outreach plan
- Execution of daily digital outreach, social media posts, paid social ads, and website maintenance.
- Working with the communications director and other staff to develop high-quality, innovative video, graphic, and written content for social media, email, and our website.
- Initiating and coordinating digital engagement with volunteers, advocacy groups, and other private or public entities to further our online audience and brand.
- Supporting event planning, promotion, and sharing, as well as assisting with other projects as needed. Social media and tech assistance for candidates.
- Assisting with other comms work as needed, such as research and drafting press releases.

Digital and Media Assistant minimum requirements and skills include:

- 1-2 years experience in digital advocacy and engagement or comparable experience. Campaign experience preferred, but not required. Those with news experience are encouraged to apply
- Working familiarity with HTML and CSS is preferred. Experience with Wordpress.
- Familiarity with graphic design principles and working knowledge of Adobe Creative Cloud Suite, or access to your own preferred design tools.
- Experience with Facebook, Twitter, TikTok, Snapchat, and other social media platforms.
- Working knowledge of quantitative and qualitative analytics for social media, email, and website performance as well as paid social media ads.
- Solid written communication skills, including experience learning and writing in a leader's voice for email, social media, website, and more.
- Ability to execute tasks independently or with a team.
- Proven ability to thrive in a fast-paced environment, respond at the speed of breaking news, and an eye for detail. Passion for Democratic, liberal, and/or progressive values.

HOW TO APPLY: The position is remote, but those living in North Dakota are strongly encouraged to apply. Please send an email with the subject line "Digital and Media Assistant" to alex.rohr@demnpl.com with four paragraphs maximum describing your use of digital tools to engage, mobilize, or organize groups of people. **Include three digital content samples, salary expectations, and schedule availability.** Applications will be considered on a rolling basis until the position is filled. Only candidates who will receive an interview will be contacted. No Cold Calls please.

The Democratic-NPL 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 Dem-NPL is an equal opportunity employer and it is our 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, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis.