



Communications Director

Job Responsibilities:

- Work with the State Chair and Executive Director to develop and implement strategic communications for the Indiana Democratic Party.
- Serve as on-the-record spokesperson for the Party.
- Generate earned media coverage of the Democratic message through proactive planning and rapid response.
- Write press releases, statements, media advisories, talking points, columns and remarks for Party officials and surrogates.
- Develop surrogate team for statewide travel and message assistance.
- Schedule media interviews and provide appropriate background information to the Chair and/or surrogates for all media events.
- Plan media events and availabilities with the Chair and/or surrogates to promote the Indiana Democratic Party's priorities and candidates.
- Field and respond to all media inquiries and oversee comprehensive media tracking program.
- Travel with and staff the Chair, party officials and surrogates to media events as needed.
- Represent IDP at events across the state and conduct trainings as necessary.
- Manage the Party's presence on social media platforms (currently Twitter, Facebook, Instagram, etc.).
- Advise the State Chair on internal communications matters as needed.

Successful candidate will have:

- At least one year or campaign cycle with on the record spokesperson experience
- At least one year experience in communications for political campaigns/offices or other fast-paced environment
- Exceptional oral and written communication skills
- Proficiency with all forms of social media, e-mail distribution software and website content management (some HTML experience preferred)
- Graphic design experience a plus
- Knowledge of Indiana politics, media relations or experience in Midwest preferred.

To Apply:

Please email a resume, cover letter and three relevant writing samples to jobs@indems.org by **Friday, April 2, 2021 at 5pm EDT**.

The Indiana Democratic Party is an equal opportunity employer and is dedicated to the achievement of equality of opportunity for all its employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, age, national origin or disability.