



## **KDP Communications & Digital Assistant**

The Kansas Democratic Party is seeking an experienced, proactive, and savvy Communication and Digital Assistant to lead the day-to-day operations, rapid response efforts, press events, and digital communications for the State Party. Working closely with the Communications team, KDP staff, and party officers to coordinate consistent messaging, the Communications and Digital Assistant will oversee and execute the party's output across all platforms. This person will primarily report to the Executive Director while being highly collaborative and crucial in the Kansas Democratic Party infrastructure to achieve its mission of electing Democrats across all levels of government.

### **Communications and Digital Assistant Responsibilities:**

- Work with KDP Communications team, Party staff and affiliate groups to lead the daily operations, rapid response efforts, press events, long-term communications projects, and digital communications efforts.
- Handle media requests and prepare and disseminate communications tools such as press releases, op-eds, public statements, speeches, talking points, media advisories, briefings, pitch ideas, email blasts, newsletters, and social media.
- Create professional graphics, videos, and print materials using Canva and Adobe Creative Suite.
- Maintain relationships with media professionals and stakeholders across the state.
- Manage and produce email and social media calendar, direct list-building initiatives, and maintain content for the website and multiple social media platforms.
- Work with DNC, campaigns and democratic committees to coordinate press and communications strategy and assist as needed.
- Prepare and execute short and long-term communications plans.

### **Qualifications:**

- At least 1-2 years of professional work in communications, journalism, campaigns or related areas.
- Excellent written and verbal communication as well as grammatical and copy editing skills.
- Substantive experience with managing operations across social media platforms and overseeing the larger online presence for professional organizations or clients.
- Ability to think quickly on your feet, work under tight deadlines, adapt quickly to changing work priorities and work in a fast-paced team environment.
- Experience executing digital and traditional communications strategies.



- Experience with website management and basic HTML coding.
- Keen eye for identifying opportunities and potential risk, and ability to rally assets.
- Must have a passion for political work and a desire to learn and grow in the Kansas political field.
- Knowledge of NGP-VAN, VoteBuilder, Wordpress, and other related software preferred.

**Salary:** \$42,000, adjusted based on experience

**How to Apply:**

This is a full-time position based in Topeka, KS. Interested candidates should submit a resume, cover letter, and three references to [info@kansasdems.org](mailto:info@kansasdems.org) with the subject line "Communications and Digital Assistant." Position will be open until filled and applications will be reviewed on a rolling basis.

***The Kansas Democratic Party is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.***