Democratic Legislative Campaign Committee

The Democratic Legislative Campaign Committee is the only organization exclusively committed to winning Democratic majorities and building Democratic power in state legislatures across the country. The DLCC has been working with state legislative leaders for over two decades to invest strategically in state programs and build the Democratic Party from the ground up.

Since 2016, the DLCC and state partners have flipped more than 430 seats from red to blue, building ten new Democratic majorities and paving the way for progress across the country. State legislatures pass most of the policies that affect Americans’ day-to-day lives, and flipping chambers from red to blue has an outsized impact on governing and public policy.

Our Democratic legislatures are truly the last line of defense against the Trump administration and Republicans’ extreme policies. With redistricting on the horizon, our democracy is on the line in 2020, and state legislatures are the battleground in this fight.

Digital & Press Assistant

The DLCC is seeking a Digital & Press Assistant to join our Strategic Communications and Digital Department. As we gear up for the critical 2020 elections, this role will be responsible for crafting powerful communications to mobilize supporters, inspire grassroots fundraising, work with members of the press, and spread our message far and wide. This position will interact with all aspects of both press and digital campaigning. You’ll learn skills and develop the experience on the frontlines among the next generation of campaign professionals.

The best candidate for this role will be a strong writer and communicator able to work across mediums to drive the DLCC’s message externally. This is not a routine 9-to-5 job – we’re seeking candidates able to work in a fast-paced news cycle and under quick deadlines, with the writing and communications skills to turn strategy into strong, compelling products.

The Digital & Press Assistant reports to the Deputy Digital Director and the National Press Secretary. This position is located in Washington, DC.

The Digital & Press Assistant is expected to model the values of the DLCC:

- Credibility
- Teamwork
- Results Driven
- Risk
- Inclusive
Responsibilities:

- Assist with drafting and editing external and internal content and communications, including but not limited to: email fundraising, social media, candidate bios for the DLCC’s Spotlight Races program, press releases, talking points, and memos.
- Assist in responding to press inquiries.
- Contribute to creative, strategy, and planning (long-term and short-term) for fundraising and mobilization campaigns.
- Assist with email production through the DLCC’s CRM/CMS platforms.
- Support reporting processes for online fundraising, calendar updates, approval chains, and additional various administrative functions.
- Participate in brainstorming and strategy discussions to develop communications campaigns and tactics that include email engagement, social media, web, and other aspects.
- Maintain and grow our national press lists.
- Monitor news and compile daily press clips.
- Other duties as assigned.

Expected Outcomes:

- The Digital & Press Assistant is an integral part of the ideation, creation, and execution process for our communications and digital strategy executed by the DLCC.
- Assigned duties are managed and completed in a timely, detail-oriented, and consistent manner.
- The Strategic Communications & Digital team is supported in executing aggressive campaign plans for the 2020 cycle, meeting organizational goals, and allowing the DLCC to help take and hold critical legislative chambers across the country.

Qualifications:

- Excellent writing skills. A professional familiarity with drafting across social media or mass market platforms is a plus.
- A strong interest in data-driven marketing and communications.
- Exceptional attention to detail.
- Strong written, verbal, and interpersonal communication skills.
- Willingness to learn and ask questions.
- Ability to manage multiple projects simultaneously and prioritize tasks accordingly.
- Familiarity with CRMs including Blue State Digital as well as basic HTML knowledge.
Requirements:

The requirements, including but not limited to physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All DLCC employees must be able to operate a computer and use a cell phone. Many roles at the DLCC include business travel expectations, and most roles also require communicating with key external stakeholders of the organization in person, via the telephone, or via email.

Essential functions of the role of the Digital & Press Assistant include:
- Working from a computer for long periods of time;
- While performing the duties of this job, the employee is frequently required to communicate using the telephone, email, and in person with stakeholders; and
- This position has less than 5% travel expectations and is eligible for flexible work hour arrangements.

How to Apply:

Salary for the Digital & Press Assistant position is $45,000 – $50,000 on an annualized basis. In addition, the DLCC offers a generous benefit package, including fully paid health/vision/dental insurance, an up to 6% retirement employer contribution, transit and FSA subsidies, and more.

Please submit a cover letter, resume, and three professional references to jobs(at)dlcc.org by April 1st. Please reference “Digital & Press Assistant” in the subject line. No calls please.

The DLCC 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 DLCC 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, sexual orientation, gender identity or expression, physical or mental disability, personal appearance, marital status, family responsibilities, genetic information, or any other legally protected basis. The DLCC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.