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.

Regional Press Secretary or Press Assistant

The DLCC is seeking an Regional Press Secretary or Press Assistant to join our new State Campaigns team. As we gear up for the critical 2020 elections, the Regional Press Secretary or Press Assistant will assist with drafting communications plans and key materials like press releases, bios, pitches, and talking points for individual races and caucuses in key states. Additionally, the Regional Press Secretary or Press Assistant will monitor important news from key states and develop relationships with regional press to communicate the importance of electing Democrats to state legislatures and influence key legislative races.

The Regional Press Secretary or Press Assistant reports to the DLCC’s National Press Secretary. This is a coordinated-side position based in Washington, DC. The Regional Press Secretary or Press Assistant position is a cycle position through December 4, 2020.

The Regional Press Secretary or Press Assistant is expected to model the values of the DLCC:

- Credibility
- Teamwork
- Results Driven
- Risk
- Inclusive

Responsibilities

- Maintain and grow regional press lists.
- Assist with drafting and editing external and internal communications, including but not limited to: press releases, talking points, memos, newsletters, and op-eds.
- Assist in managing and responding to press inquiries.
- Coordinate with Digital staff to support the DLCC’s message online and help ensure the organization is executing a seamless and integrated cross-channel communications plan.
- Monitor news and compile daily press clips.
- Perform other duties as needed.

**Additional Responsibilities for Regional Press Secretary title**

- Drive strategic communications efforts in key target chambers, working alongside caucuses, campaigns, and partners to craft and deliver messaging that puts Democrats in a position to win.
- Work closely with the State Campaigns team to support holistic campaign plans, and be accountable for comms products and proactive recommendations on a timely basis.
- Support national press efforts, including assisting with drafting and editing external and internal communications, including but not limited to: press releases, talking points, memos, and newsletters, as well as maintaining and growing press lists.

**Expected Outcomes**

- Increased recognition of the DLCC’s message, work, and impact through press, media, and communications outreach.
- Caucuses and campaigns are equipped with solid communications plans that they are able to execute.
- Engaged new media opportunities that proliferate the successes and messaging of the organization.
- DLCC staff and voices are aligned on messaging, talking points, and priorities.

**Qualifications Required for Press Assistant title**

- At least one year of prior relevant experience (campaign experience is a plus, but not required).
- Familiarity with state legislative campaigns and communications is a plus, but not required
- Excellent writing skills.
- The ability to work under tight deadlines and respond to rapid requests.
- A demonstrated ability to think creatively and out of the box (crucial for breaking through in the media by tying state legislative news to national news narrative).
- Shares our commitment to electing state legislative Democrats.
Additional Qualifications Required for Regional Press Secretary title

- This is not an entry level position. At least two years of prior relevant experience (campaign experience is a plus, but not required).
- Demonstrated track record of working with reporters, helping shape narratives, and showing ownership over the development and execution of communications programs.
- The ability to translate complex topics and information into compelling messaging materials (we will need you to quickly become able to educate reporters and surrogates about what we do, what a caucus is, why our work is important, etc.).

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 include:
- While performing the duties of this job, the employee is frequently required to communicate using the telephone, email, and in person with stakeholders.
- This position may require the employee to periodically travel across Washington, D.C. to attend events, meetings, and conferences offsite.

How to Apply

Salary for the Regional Press Secretary position is $50,000 - $55,000, commensurate with experience, and salary for the Press Assistant is $45,000-$50,000. This is a cycle position through December 4, 2020. In addition, the DLCC offers a generous benefit package, including fully paid health/vision/dental insurance, an up to 6% retirement contribution, transit and FSA subsidies, and more.

Please submit a cover letter, resume, and three professional references to jobs(at)dlcc.org by February 29th, 2020. The DLCC will review and consider applications on a rolling basis, and may review and consider applications after this deadline in limited circumstances, however this is not a guarantee that your application will be considered if it is not submitted by February 29th, 2020. Reference “Regional Press Secretary” or “Press Assistant” and your name 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.