

## **Democratic Legislative Campaign Committee**

The Democratic Legislative Campaign Committee's mission is to win Democratic majorities and build Democratic power in state legislatures. The DLCC has been working with state legislative leaders for over two decades to invest strategically in state programs and rebuild the Democratic Party from the ground up. As the only organization focused exclusively on winning majorities and building Democratic power at the state legislative level, their 50-state operational blueprint and strategic, data-driven programs ensure that state Democrats have the training, staff, and resources they need to win.

### **DLCC: Digital Assistant**

As the Digital Assistant, you'll work within DLCC's Strategic Communications and Digital Department to craft powerful digital communications and products that mobilize supporters, inspire grassroots fundraising, and spread our message far and wide. This position will interact with all aspects of digital campaigning and you'll learn the skills and develop the experience to be on the frontlines of the next generation of digital campaign professionals.

The Digital Assistant reports to the Deputy Digital Director. This position is located in Washington, DC.

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

- Transparency
- Credibility
- Initiative
- Teamwork
- Focus on Results

### **Responsibilities**

- Contribute to creative, strategy, and planning (long-term and short-term) for fundraising and mobilization campaigns.
- Draft copy for email, social media, digital advertising, and SMS campaigns, as well as be responsible for the execution and quality assurance of products that are deployed.
- Propose ideas for testing and optimization.
- Assist with email and website production through the DLCC CRM/CMS platforms.
- Support reporting processes, 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.
- Other duties as assigned.

### **Expected Outcomes**

- The Digital Assistant becomes an integral part of the ideation, creation, and execution process for our digital campaigns executed by the DLCC.
- Assigned duties are managed and completed in a timely, detail-oriented, and consistent manner.
- Digital team is supported in executing aggressive campaigns plans for 2020 cycle, meeting organizational goals, and allowing 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.
- HTML or other coding experience is a plus.
- At least one cycle of previous political campaign experience is a plus, but not required.

### **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 Digital Assistant include:

- Working from a computer for long periods of time;



- While performing the duties of this job, the employee may also frequently be 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 Assistant position is \$45,000 – \$53,000. 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@dlcc.org](mailto:jobs@dlcc.org). Please reference “Digital 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.

