

Digital Assistant

EMILY's List, the nation's largest resource for women in politics, is searching for a Digital Assistant to join our Digital team. We recruit and train candidates, support strong campaigns, research women's issues, and turn out women voters. We've trained over 9,000 women to run and helped elect over 100 women to the House, 19 to the Senate, 11 governors, and over 700 to state and local office. Since its founding in 1985, almost one-third of the candidates EMILY's List has helped elect to Congress have been women of color - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

Principal Responsibilities

The Digital department is responsible for engaging and growing the community of people who support EMILY's List online. The department works closely with the Development, Communications, and Campaign teams to ensure our online program advances the organization's fundraising, growth, messaging, and electoral priorities.

The Digital Assistant plays a crucial role on this team, ensuring our online properties are up to date, that our email campaigns are executed in a timely manner, and that special projects are planned and executed efficiently.

Specific Duties

- Provide administrative support to the Vice President of Digital, including scheduling duties;
- Manage digital team daily and weekly meetings;
- Publish day-to-day updates to the EMILY's List website;
- Help draft content for our email program, social media assets, and the website as directed;
- Set up emails and landing pages;
- Help manage the EMILY's List store and digital merchandise promotions
- Contribute to the digital team's weekly brainstorming and planning meetings;
- Serve as lunch hour back-up and break relief for front desk staff as needed;
- Other projects as assigned.

Qualifications

The Digital Assistant must be extremely detail-oriented and able to work independently to meet deadlines. Candidates should be familiar with HTML, Excel, online fundraising, and advocacy. Ideal candidates will have experience working or interning in digital or communications, preferably in a political or nonprofit organization. Strong writing skills and a sense of humor are necessary. Candidates should be able to handle multiple projects at once, work well under deadline, and understand that the internet isn't a 9 to 6 kind of job.

College degree and an interest in electing pro-choice Democratic women required.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to jobopening@emilyslist.org, - subject line "Digital Assistant." **No calls, please.**

EMILY's List is an Equal Opportunity Employer that values a multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.