Campaign Communications Assistant

EMILY’s List, the nation’s largest resource for women in politics, is searching for a Campaign Communications Assistant to join our Communications team. EMILY’s List has raised over $600 million to elect pro-choice Democratic women candidates. With a grassroots community of over five million members, EMILY's List helps Democratic women win competitive campaigns – across the country and up and down the ballot – by recruiting and training candidates, supporting strong campaigns, researching the issues that impact women and families, and turning out women voters to the polls. Since our founding in 1985, we have helped elect 150 women to the House, 26 to the Senate, 16 governors, and nearly 1,100 women to state and local office. Nearly 40 percent of the candidates EMILY’s List has helped elect to Congress have been women of color. During the historic 2017-2018 cycle, EMILY’s List raised a record-breaking $110 million and launched a record independent expenditure campaign. We helped elect 34 new women to the House, including 24 red-to-blue victories; enough seats to have delivered the U.S. House majority alone. Since the 2016 election, more than 50,000 women have reached out to EMILY’s List about running for office laying the groundwork for the next decade of candidates for local, state and national offices.

This is a cycle position with an end date of December 31, 2020.

Principal Responsibilities

The EMILY’s List Campaign Communications Assistant is responsible for assisting in executing media strategies of the Campaign Communications Team and endorsed candidates.

Specific Duties

- Coordinate and oversee media monitoring for clips and breaking news about EMILY’s List, endorsed candidates and their opponents;
- Assist in drafting of press releases, advisories, statements, op-eds, and talking points;
- Assist in the execution of the campaign communications team’s media strategy and efforts to support candidates;
- Provide support for media outreach efforts;
- Assist with booking and pitching of candidates;
- Serve as lunch hour back-up and break relief for front desk as needed;
• Willingness to work nights and weekends as needed;
• Perform other duties as assigned.

Qualifications

• Demonstrated commitment to politics;
• Cultivated interest in news and media;
• Strong writing and communication skills;
• Energetic ability to multi-task and manage projects in a fast-paced and changeable environment;
• Ability to work independently and collaboratively;
• Strong inter-personal skills with ability to operate cross-departmentally.
• College degree recommended.
• 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 commsjobs@emilyslist.org - subject line including your name and the job title. No calls, please.

EMILY’s List prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment based on gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran’s status, or any other basis prohibited by applicable law.

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.