**Communications Assistant**  
Department: Communications  
Supervisor: VP, Communications  
Supervisory Responsibilities: Interns  
FLSA Status: Non-Exempt  
Union Position: Yes

EMILY’s List, the nation’s largest resource for women in politics, is searching for a **Communications Assistant** to join our Communications team. EMILY’s List, the nation’s largest resource for women in politics, has raised over $700 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 and helping build strong campaigns, researching the issues that impact women and families, running nearly $50 million in independent expenditures in the last cycle alone, and turning out women voters and voters of color to the polls. Since our founding in 1985, we have helped elect the country’s first woman as vice president, 157 women to the House, 26 to the Senate, 16 governors, and more than 1,300 women to state and local office. More than 40 percent of the candidates EMILY’s List has helped elect to Congress have been women of color. After the 2016 election, more than 60,000 women 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. In our effort to elect more women in offices across the country, we have created our Run to Win program, expanded our training program, including a Training Center online, and trained thousands of women.

**Principal Responsibilities**  
The EMILY’s List **Communications Assistant** is responsible for assisting in executing media strategies and the administrative needs of the Communications Department.

**Specific Duties**  
- Provide administrative support to the VP, Communications, including managing scheduling, travel, expenses, and other administrative duties;  
- Assist in the implementation of the Communications Department media strategy;  
- Manage administrative tasks for the Communications Department including coordinating communications meeting logistics and agendas;  
- Coordinate and oversee media monitoring for clips/news about the organization, critical political figures, and women’s issues/politics;
Serve as initial point of contact for press inquiries where necessary and provide support for media outreach efforts;

- Assist in drafting of press releases, advisories, and statements;
- Assist in coordinating press for EMILY’s List events;
- Assist in logistical execution of EMILY’s List press calls and events, handle RSVP lists, check-in, other duties as needed;
- Maintain lists of media contacts;
- Maintain subscriptions to online media, periodicals and periodicals database;
- Maintain files and other resources of materials for the Communications Department’s needs;
- Serve as lunch hour back-up and break relief for front desk as needed;
- Hire and manage interns; including training them to media monitor, compile EMILY’s List and campaign clips, update press lists, and draft press releases;
- Maintain interdepartmental relationships as they relate to Communications Department’s needs;
- 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;
- Ability to multi-task and operate under pressure;
- Strong inter-personal skills with ability to operate cross-departmentally.
- Interest in electing pro-choice Democratic women required.

The **salary for this position is $45,500** and comes with a comprehensive benefits package. The starting pay for this position is equal to others at the same level throughout the organization.

To apply, email resume and cover letter to commsjobs@emilyslist.org - subject line including your name and the job title. **No calls, please.**

**Our office is based in Washington, DC. All positions are currently working remotely due to the pandemic.**

The above statements are intended to describe the general nature and level of the work being performed by the person holding this position. This is not an exhaustive list of all duties and responsibilities. EMILY’s List reserves the right to amend and change responsibilities to meet organizational needs as necessary.

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 multicultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.**