

## **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. EMILY's List has raised over \$500 million to support pro-choice Democratic women candidates – making them one of the most successful political organizations ever. Our grassroots community of over five million members helps Democratic women wage competitive campaigns – and win. We recruit and train candidates, support strong campaigns, research the issues that impact women and families, and turn out women voters. Since our founding in 1985, we have helped elect 116 women to the House, 23 to the Senate, 12 governors, and over 800 to state and local office. Forty percent of the candidates EMILY's List has helped elect to Congress have been women of color. Since the 2016 election, thousands of women and counting have reached out to us about running for office. To harness this energy, EMILY's List has launched Run to Win, an unprecedented effort to help more women run and win at the local, state, and national levels.

### **Principal Responsibilities**

The Digital Department is responsible for engaging and growing the EMILY's List community and providing online resources for EMILY's List candidates. The department works closely with the Campaigns, Training, Development, and Communications teams to ensure our online program advances the organization's fundraising, 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 as directed;
- Manage internal fulfillment projects for digital promotions, such as sustainer upsells and contests;

- Contribute to the digital team's weekly brainstorms and planning meetings;
- Serve as lunch hour back-up and break relief for front desk staff as needed;
- Other projects as assigned.

## **Requirements**

- Extremely detail-oriented and able to work independently to meet deadlines.
- Familiarity with HTML, Excel, online fundraising, and advocacy best practices.
- Experience working or interning in digital or communications, preferably in a political or nonprofit organization or campaign.

Candidates should be able to handle multiple projects at once, work well under deadline, and understand that the internet isn't always a 9 to 6 kind of job. Must have a commitment to the diversity of our candidates, membership, partners, and staff and the commitment and passion to elect pro-choice Democratic women.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to [digitaljobs@emilyslist.org](mailto:digitaljobs@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.