

## **Digital Content Coordinator, Run to Win**

EMILY's List, the nation's largest resource for women in politics, is searching for a Digital Content Coordinator, Run to Win to join our Digital team. 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 trained nearly 10,000 women to run and 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 - 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 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.

Run to Win is a national campaign that uses all of EMILY's List's expertise and resources to harness the energy of the more than 14,000 women who have told us they want to run for office at every level of the ballot and engage our supporters directly in their campaigns to help them win.

The Digital Content Coordinator, Run to Win will work with the digital team to create smart and engaging online content for women who are interested in running for office and EMILY's List supporters who want to help them run.

**This is a cycle-only position ending December 31, 2018.**

### **Specific Duties**

- Draft daily content for the Run to Win Facebook group and Slack channels;
- Moderate and answer basic questions from the Run to Win Facebook and Slack channels;
- Draft email content for women interested in running for office and EMILY's List supporters who want to help them run;

- Draft website content and regularly update the Run to Win website;
- Engage supporters with potential call tool, SMS, and in-person opportunities to help Run to Win candidates;
- Work with the Digital Engagement Director and EMILY's List staff to develop regular Q&As, "ask an expert" and other specialized content for the Run to Win community;
- Work closely with the digital team to request graphics, create new Run to Win pages, and coordinate with the broader EMILY's List email and social programs;
- Produce weekly and monthly Run to Win community engagement reports;
- Serve as lunch hour back-up and break relief for front desk as needed.
- Other projects as assigned.

## **Qualifications**

We're looking for candidates who have a passion for writing and want to help more pro-choice Democratic women run for office than ever before.

Ideal candidates will have 2+ years of experience drafting engaging online content, preferably in a political, non-profit, or advocacy setting. Additional experience with digital organizing preferred but not required.

Additional qualifications:

- Strong written communication skills;
- A personable and engaging writing style;
- A strong attention to consistency and detail;
- Ability to meet time-sensitive deadlines;
- Familiarity with constituent management systems such as Blue State Digital, EveryAction, or Action Kit preferred;
- A strong sense of teamwork – we not only work closely as a team, but pride ourselves in providing excellent customer service to our organization's other departments.

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 [jobopening@emilyslist.org](mailto:jobopening@emilyslist.org), - subject line "Digital Content Coordinator, Run to Win." **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.**