

Press Secretary

EMILY's List, the nation's largest resource for women in politics, 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 46,000 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.

Principal Responsibilities

The Press Secretary promotes the mission of EMILY's List and is an advocate for strong, pro-choice Democratic women candidates and elected officials throughout the country. The Press Secretary serves as the organization's key contact between the organization and media in Washington, DC and throughout the country.

Specific Duties

- Provide effective and aggressive stewardship of EMILY's List mission and endorsed candidates in the media as an on-the-record spokesperson;
- Author and create materials for the communications department including, but not limited to, briefing materials, press releases, talking points, op-eds, weekly roundups, etc.;
- Secure positive coverage of and media placements for EMILY's List principals, candidates and surrogates;
- Create opportunities and events showcasing EMILY's List staff, accomplishments, endorsed candidates, and mission that generates positive press coverage in varied outlets;
- Be an aggressive and quick thinking originator of stories to pitch on behalf of EMILY's List and our endorsed candidates;

- Brief and staff EMILY's List principals for media appearances and interviews as necessary;
- Develop and strengthen relationships with key reporters in the political, reproductive rights, and women rights arenas to help ensure positive coverage for EMILY's List and its principals;
- Perform other duties as assigned.

Qualifications

- Ability to communicate effectively with diverse audiences and write quickly and in a compelling manner about multiple topics;
- Energetic ability to multi-task and manage projects in a fast-paced and changeable environment; willingness to invest multiple teams and stakeholders in communications efforts;
- Talented at pitching stories to new and known reporters and placing op-eds and editorials; ability to be quick-on-the-feet and effective in on-the-record engagement with media;
- Ability to use multiple mediums and approaches including new media to create multi-faced and effective campaigns;
- Five years of political and/or advocacy communications work, preferably some at the federal level with demonstrated experience working with or for campaigns;
- Commitment to electing pro-choice Democratic women;
- Strong, determined team-player with ready sense of humor, thick skin, and a demonstrated willingness to work hard and take risks;
- Experienced manager of people and processes;
- Deep knowledge of the full media landscape and a voracious appetite for the news, both breaking and ongoing;
- Willingness to travel.

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.