

## **State and Local Campaign Communications Coordinator**

EMILY's List, the nation's largest resource for women in politics, is searching for a State and Local Campaign Communications Coordinator to join our Communications 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 State and Local Campaign Communications Coordinator promotes the mission of EMILY's List and works directly with our pro-choice Democratic women candidates and elected officials throughout the country. The State and Local Campaign Communications Coordinator supports the arm of EMILY's List that works to identify and create opportunities for our endorsed candidates and advise on their communications strategies.

**This is a cycle position with an end date of December 31, 2018.**

### **Specific Duties**

- Draft press materials, including releases and op-eds on behalf of our state and local campaigns and candidates;
- Aid the campaign communications team in advising and collaborating with down-ballot candidates to amplify their messages;
- Promote our candidates to reporters on background and on the record when applicable;
- Collaborate with the political team to best highlight the strengths of our candidates;
- Look for an identify opportunities to highlight state and local candidates in national stories;

- Monitor breaking news and help to identify opportunities in which our candidates can stand out and garner press attention;
- Maintain strong relationships with the state and local campaigns and candidates;
- Help prep local candidates for open press events and interviews;
- Serves as back up to front desk as needed;
- Perform other duties as assigned.

### **Qualifications**

- Experience at a press secretary level;
- Experience talking to reporters directly and some on the record experience;
- Experience in a rapid response media environment;
- Ability to communicate effectively with diverse audiences and write quickly and in a compelling manner;
- Energetic ability to multi-task and manage projects in a fast-paced and changeable environment;
- Ability to work independently and collaboratively;
- Commitment and passion to electing pro-choice Democratic women;
- Commitment to the diversity of our candidates, membership, partners, and staff;
- Team-player with a sense of humor, thick skin, and a willingness to work hard.

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