

## Digital Training Coordinator

EMILY's List, the nation's largest resource for women in politics, is searching for a Digital Training Coordinator 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 Training Coordinator will work across departments and within the digital team to provide online support for Run to Win trainings across the country. We're looking for someone who's passionate about incorporating online to offline organizing best practices and providing a top-notch training experience for first-time candidates.

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

### Specific Duties

- Manage the online recruitment process for EMILY's List Run to Win trainings and webinars;
- Work closely with staff across the organization to incorporate digital best practices in all training materials, invitations, and landing pages;

- Work with partner organizations to create centralized training invites, signup forms, RSVP flows, and social media promotion;
- Oversee email list segmentation for training recruitment;
- Manage all data for training attendees including incorporating training feedback;
- Travel to select Run to Win trainings to provide digital amplification;
- 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 digital organizing and want to help more pro-choice Democratic women run for office than ever before.

Ideal candidates will have 2+ years of digital organizing experience or field experience with an emphasis on digital recruitment.

Additional qualifications:

- Excellent communication and project management skills;
- A strong attention to detail;
- Ability to meet time-sensitive deadlines;
- Familiarity with constituent management systems such as Blue State Digital, EveryAction, or Action Kit;
- Experience with mass email drafting, set up, and segmentation preferred but not required;
- Experience with SMS messaging platforms preferred but not required;
- 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 Training Coordinator." **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.**