

Communications Assistant

EMILY's List, the nation's largest resource for women in politics, is searching for a Communications Assistant 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 EMILY's List Communications Assistant is responsible for assisting in executing media strategies and the administrative needs of the Communications Department.

Specific Duties

- Assist in the implementation of the Communications Department media strategy;
- Coordinate and oversee media monitoring for clips/news about the organization, critical political figures, and women's issues/politics;
- Serve as initial point of contact for press inquiries where necessary and provide support for media outreach efforts;
- Manage drafting of press releases, advisories, and statements;
- Assist in coordinating press for EMILY's List events;
- Maintain lists of media contacts;
- Maintain subscriptions to online media, periodicals and periodicals database;

- Maintain files and other resources of materials for the Communications Department's needs;
- Manage administrative tasks for the Communications Department including coordinating communications meeting logistics and agendas;
- Serve as lunch hour back-up and break relief for front desk as needed;
- Assist with logistical execution of EMILY's List press events, handle RSVP lists, check-in, other duties as needed;
- Provide administrative support to the VP, Communications, including managing scheduling, travel, and expenses;
- Hire and manage interns; including training them to media monitor, compile EMILY's List and campaign clips, update press lists, and draft press releases;
- Willingness to work nights and weekends as needed.
- Perform other duties as assigned.

Qualifications

- Demonstrated commitment to politics;
- Cultivated interest in news and media;
- Strong writing and communication skills;
- Ability to multi-task and operate under pressure;
- Strong inter-personal skills with ability to operate cross-departmentally.
- A passion for electing pro-choice Democratic women is required.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to commsjobs@emilyslist.org, with the subject line including your name and the job title. **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.