



PRESS ASSISTANT/SCHEDULER

The Iowa Democratic Party seeks a Press Assistant who would also serve as the Scheduler for our Party Chair. The Press Assistant/Scheduler will work closely with our Communications Department to craft and execute the Party's communications strategy for the 2018 election. In the Scheduling capacity, applicants can expect to learn about the general operations and management of Party business, especially as it pertains to the work of our Chair and expect to help keep the trains of our office running on time. This is an entry-level position. Applicants should be organized, proactive, and ready to work hard to get Democrats elected in 2018!

PRESS ASSISTANT

- Drafting external materials including press releases, op-eds, talking points;
- Working with the digital team to craft copy for various social media channels;
- Fielding press requests and making pitch calls about campaign events and announcements;
- Media monitoring;
- Research projects to support the communications and policy teams;
- Staffing events.

SCHEDULER

- Maintain the Chair's daily, weekly, and long-term schedule.
- Proactively work with staff to optimize travel and prep work.
- Ensure that the Chair is prepped and on track to meet all daily commitments.
- Serve as the primary point of contact for internal and external scheduling requests.
- Staff Chair during travel and public events as needed.

QUALIFICATIONS

- Strong written and interpersonal communication skills
- Experience on social media;
- Upbeat, can-do attitude and belief in the mission;
- Strong Democratic values;
- Willingness to work long hours, often 6 or 7 days a week.
- Must be extremely organized, detail oriented, and easily accessible.
- The ability to multitask, prioritize, and carry out various projects under tight deadlines in a fast-paced and ever-evolving environment.
- Previous campaign and/or administrative experience is preferred, but not required

HOW TO APPLY: This is a full-time position. Salary is commensurate with experience. Please send resume, cover letter, and 2 professional references electronically to jobs@iowademocrats.org. Finalists will be asked to complete a writing test to show their skill with writing blast emails.

DISCLAIMER: The Iowa Democratic Party is an equal opportunity employer, and employs without regard to race, color, religion, gender, sex (including pregnancy, gender identity, and sexual orientation), parental status, family medical status or genetic information, military service, age, national origin, ancestry, marital status, height, weight, creed, economic status or disability.