



Title: Press Assistant

Reports to: Communications Director

Overview: The Press Assistant will work with the Communications Director on organizing, scheduling and staffing media events. They will also assist in writing a variety of correspondence for the Chair of the Iowa Democratic Party. Duties also include developing informative documents about the press trips; crafting talking point memos, driving and accompanying the IDP Chair on their travels; and providing general support and problem-solving. This is a general election position through November 15, 2022.

Status: Full-time, election cycle employee; exempt.

Job Classification: Administrative Level 4-5

Salary Range: \$3,000 – 3,500 per month

Key Duties and Responsibilities:

- Work with the Communications Director on newsletter, talking points, speeches and email correspondence from IDP Chair
- Develop memos for events that the IDP Chair is planning to attend in coordination with the Communications Director and other IDP staff
- Work with the Communications Director to organize meetings with relevant IDP departments to discuss upcoming events
- Organize trips around the state of Iowa for the IDP Chair
- Manage all aspects of the IDP Chair's trips and event attendances including:
 - Drive the IDP Chair to events and meetings
 - Contact organizers of the events regularly with updates about the IDP Chair's schedule
 - Staff the Chair on the road, including keeping the Chair on schedule, engaging with any media at the event and taking notes on follow-up for other IDP staff
 - Staff Finance and Political Call Time on the road as needed
 - Relay action items from the IDP Chair to the Finance Team
- File reports about the events, media attendance and trips that the IDP Chair attends Update status of meetings held and events attended by the IDP Chair
- Other organizational and administrative tasks as assigned

Preferred Qualifications:

- Previous political, legislative or communications experience is a plus;
- Outstanding written and verbal communication skills, and strong attention to detail;
- Employs discretion and the ability to maintain confidentiality;
- Exercises good judgement to positively represent the Party externally;



- Ability to anticipate needs, take initiative, and follow tasks and projects to completion;
- Ability to prioritize and manage multiple tasks and deliverables;
- Ability to work in a fast-paced, high-pressure environment;
- Knowledge of G-Suite: Gmail, Google Documents, Sheets, Presentations;

To apply: Send a resume to jobs@iowademocrats.org with the subject line “Press Assistant”. Please contact Erin Davison-Rippey at 515-974-1684 for any accommodations you need for the application and interview process.

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