



ADLCC In District Communications/Digital Assistant

Reports to: ADLCC In District Managers, ADLCC Press Secretary
Location: Phoenix, AZ
Start Date: May 1

The Arizona Democratic Party provides the highest level of service to elect our candidates and support our campaigns, constituents, and state. The Arizona Democratic Legislative Campaign Committee is an independent arm of the Arizona Democratic Party. It is the only organization in Arizona whose sole mission is electing Democrats to the State House and State Senate. ADLCC's goal is to win and then expand, Democratic legislative majorities by recruiting great candidates, providing modern and comprehensive training and support, and strategically investing in the most competitive districts.

ADLCC In-District Communications/Digital Assistants will execute the district communications plan in the top competitive Arizona legislative districts by helping to draft social media content, write key talking points, and assist with writing emails. **This is an election cycle position with an end date of November 20th, 2021.**

Essential Job Functions:

- Execute district communication plan
- This role is responsible for overseeing the campaign's social media platforms - including Twitter, Facebook.
- This role is responsible for helping to draft informative, engaging, and persuasive emails.
- This role is responsible for creating organic content for all social media channels and responding to breaking news in real-time.
- This role will be tasked with aiding other members of the team in creating talking points and concise language to be used both on social media and in traditional media.

Required Skills:

- Familiarity with utilizing social media platforms including Twitter, Facebook, etc.
- Strong written and verbal communication skills and attention to detail
- Ability to meet deadlines
- Creative self-starter and able to work independently

Preferred Experience

- 1 year of communications experience, preferably in a political or campaign setting



Additional:

- Graphic Design Experience (Canva, Adobe, etc).

Salary and Benefits: Salary is \$4,160 per month and includes medical, vision, and dental insurance benefits at no cost to the employee with a \$150 monthly stipend for technology costs associated with working at home.

To submit a resume for this position [apply online](#) or copy and paste the URL:

To refer a friend, use this [link](#) or share the URL: <http://arizonademocraticparty.appone.com/erp>

The ADLCC is a project of the Arizona Democratic Party (ADP). The ADP is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff. ADP is an equal opportunity employer, and it is ADP's policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, pregnancy, national origin, religion, sexual orientation, identity, or expression, ethnic identity or physical disability, marital or military service status including membership in the National Guard, or any other legally protected status. Protected status may also include an individual's marriage to—or association with—someone with any status listed above.