Position: Digital Assistant

Employment Type: Part-time and Temporary

Location: Richmond, Virginia

Reports to: Digital Director

Start Date: April 2023

The Virginia Senate Democratic Caucus (VSDC) is seeking a pro-active, dynamic, enthusiastic, flexible individual to serve as its Digital Assistant. A successful candidate will thrive in a fast-paced work environment and have experience managing or working on social channels. This candidate will also have a personal and professional passion and commitment to improving the economic, educational, political and social conditions of all Virginians, and at least one year in a communications role in Democratic politics.

The ideal candidate will serve as a team member for the Digital Department to assist with digital content creation for the caucus, as well as for the members and campaigns (and respective staff), and assist with developing and executing a strategic plan for digital communications in the 2023 election cycle. Candidates should be prepared to work 25 hours a week. This is an intern staff level position.

Responsibilities:

● Coordinate with the Digital Director and caucus staff to push the caucus’s message online, connecting with voters directly on the issues that are most important to them
● Work with the Digital Director, members and campaigns to coach staff on how best to utilize their digital channels to amplify their earned communications.
● Assist in drafting, editing and posting social copy
● Gather assets at campaign events including taking photos and sharing live social media updates
● Work closely the Digital Director and caucus staff to brainstorm and produce innovative content
● Helping with the production of graphic assets, such as static graphics, motion graphics, GIFs, etc.
● Work closely with senior members of the team
● Help with basic design templates to deploy to top-tier targeted races.
- Assist management of Facebook, Twitter, Instagram, and website of the Virginia Senate Democratic Caucus
- Assist in copyediting communications materials
- Other duties as assigned

Skills/Experience needed:

- At least 1 cycle of experience working on campaigns in a digital capacity
- Video editing and graphic design experience a plus
- Ability to plan, manage time effectively, and meet deadlines
- Excellent oral and written communication skills
- Strong interpersonal skills, able to effectively communicate with people in a wide variety of positions
- Have a valid driver’s license and access to a car/transportation
- Ability to work independently and collaboratively

Salary/Benefits:

- Hourly rate is $20 an Hour

To apply, please email your resume, include two professional references and one writing sample to tega@vasenatedems.com. In the subject line, include (Digital Assistant)

Resumes will be reviewed as they are received and selected candidates will be contacted for an interview on a rolling basis.*This Campaign is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, genetic information, protected veterans, marital or familial status, sexual orientation, gender identity or expression, disability status, criminal record information (except where permitted under applicable law), or any other category prohibited by local, state or federal law.*