



Job Description for Press Secretary

Missions:

Battle Born Progress, through strategic communication efforts, empowers, engages, and mobilizes Nevada voters to build a state where everyone has a fair opportunity to succeed. BBP is a 501(c)(4) non-partisan advocacy organization.

Institute for a Progressive Nevada educates, empowers, and engages Nevadans to build a state where everyone has a fair opportunity to succeed. IPN is a 501(c)3 non-profit organization.

Job Title: Press Secretary

Reports to: Executive Director, Deputy Director, and Communications Director

The Press Secretary is responsible for the following:

- Support with BBP/IPN's communications work, including official statements and outward-facing materials
- Coordinate press releases, press conferences, op-eds, social media, micro-sites, etc.
- Collaborate with staff members, community partners, and interns/volunteers to produce our web series.
- Assisting partner and independent groups in developing earned media opportunities with research-driven messages
- Largely responsible for the management of our BBP/IPN press list and other data management and tracking systems related to communications.
- Lead weekly Comms Hub meetings for partners
- Additional duties as assigned

This position requires creativity and flexibility due to the fast-paced nature and mission of the organizations. This position is a vital part of making the team functional and successful, and will take on a variety of roles as needs arise. Events will be scheduled at times in the evening and/or on weekends.

Additional Background and Information:

BBP (501c4) /IPN (501c3) are year-round, multi-issue, non-partisan communications, advocacy, and education organizations that serve as a voice in numerous policy issues and debates. BBP/IPN engages in short-term, rapid response and proactive, long-term messaging projects aimed at moving the public dialogue.

Location: Nevada

Term: Salaried full-time position, starting at \$60,000 with full benefits

- 100% employer paid health, vision & dental insurance
- Cell phone reimbursement
- 401k policy
- 15 paid holidays annually, plus the time off in December at the discretion of the Executive Director
- Unlimited paid vacation policy plus sick leave

To Apply: Send cover letter, resume, and writing sample to jobs@battlebornprogress.org no later than April 3, 2026.

BBP/IPN is an Equal Opportunity Employer and welcomes applications from all qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, national origin, involvement with the criminal justice system, or age.