



Job Announcement

Communications & Digital Media Associate

January 2019

POSITION SUMMARY

[Americans for Tax Fairness](#), a national campaign of 425 endorsing organizations active on high-profile federal tax reform issues at the national and state levels, is seeking a communications and digital media associate with two years or more of experience in political and/or advocacy communications. He or she must have good communications strategy and messaging skills, solid experience with social media, be a good writer for the general public, and be comfortable operating in a fast-paced, campaign-style environment. This is a full-time exempt position located in Washington, D.C., that reports to the Digital Director and Communications Director. ATF has a strong email and social media program that collaborates with coalition partners. It offers competitive salary and benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Digital Media:
 - Serve as a deputy to the Digital Director
 - Manage 501c3 and 501c4 websites and social media properties
 - Develop and implement social media strategies, including drafting most content and developing strategies to grow social media properties
 - Play the lead role in designing shareable graphics for Facebook and Twitter
 - Monitor social media content from coalition partners, elected officials, journalists, and online influencers
 - Assist in digital outreach to coalition partners and activists
 - Track and report on social media and website metrics
 - Stay abreast of news/current events and social media best practices

- Communications:
 - Serve as an associate to the Communications Director
 - Monitor media and circulate news clips (print and video)
 - Build and maintain media distribution lists and distribute press releases
 - Draft media advisories, press releases, blog posts and other products as assigned
 - Pitch stories to the media
 - Support state coalition partners in implementing media strategies
 - Light research

QUALIFICATIONS

- Bachelor's degree or equivalent experience
- Minimum of 2 years employment in non-profits, issue campaigns, electoral campaigns and/or Congress focused on digital media and/or media relations
- Proven ability to write well for social media and other communications
- Experience using social media for advocacy
- Experience with Adobe Photoshop and Illustrator, HTML, and CMS/CRM platforms such as WordPress and Action Network
- Demonstrated ability to work well under pressure, and manage multiple priorities and projects effectively
- Attention to detail and accuracy

TO APPLY

Send cover letter and resume to jobs@americansfortaxfairness.org

Subject line: Communications & Digital Media Associate

Americans for Tax Fairness is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.