

Communications Associate

Organization Overview:

Democracy North Carolina combines research, organizing, public education, and advocacy to increase voter participation and government accountability in North Carolina. We seek a government that is truly “of, by and for” the people. Rather than focus on a single issue, we focus on issues related to the political process itself. We believe that developing a vibrant, multi-racial civic culture will expand the participation and leadership of underrepresented voters in the political process-- and in turn lead to policies “instituted solely for the good of the whole,” as promised by the North Carolina Constitution.

Position Summary:

The Communications Associate is a Full-Time position that will provide support for Democracy North Carolina’s growing communications efforts both internally and externally. The Associate will primarily assist with copywriting, media relations, and multimedia content creation.

Responsibilities include:

- Provide routine assistance and updates to Democracy North Carolina's website, including forms, web pages, multimedia content, and troubleshooting.
- Support communication within Democracy North Carolina's external audiences by soliciting, writing, and publishing announcements, events, emails, and fundraising appeals.
- Create digital and other content for the Democracy North Carolina website, news, and social media, including documenting events and actions through photography and videography.
- Assist with creation of and updates to Democracy North Carolina resources for the general public, including print materials, signage, and other campaign or educational pieces.
- Manage relationships with resource vendors, including printers and graphic designers.
- Manage production aspects of regional email program, including organizing and fundraising communications, list segmentation, writing, and editing.
- Lead mass and peer-to-peer SMS communications campaigns, including segmentation, tagging, short link creation, and messaging.
- Assist with tracking and analyzing the success of communications digital projects, online accounts, and output/processes throughout the year.
- Assist with private supporter communications, including email and social media supporter and volunteer conversations, community moderation, and content generation.
- Assist with design and graphic resource needs.
- Some weekend work and travel within the state may be required.
- Other projects as assigned.

Qualifications include:

- Demonstrated familiarity with content management systems like WordPress
- Demonstrated familiarity with digital platforms, especially managing social media accounts
- Strong writing and editing skills
- Some knowledge of Adobe Creative Suite and other design programs a plus
- Some familiarity with HTML
- Some familiarity with public and media relations
- Self-starter with the ability to work in a fast-paced environment with tight deadlines

Salary: \$38,000-\$42,000 based on qualifications and experience

How to Apply: Email cover letter, resume and list of three references to jobs@democracync.org. Enter **Communications Associate** and your **Name** in the subject line. **No phone calls please.**

Democracy North Carolina is an equal opportunity employer committed to equity in the workplace. Our organization considers applicants equally of race, color, creed, religion, sex, national origin, disability, marital status, age, gender, gender identity, disability, sexual orientation, or prior record of arrest or conviction. We seek a workplace that reflects and respects the full range of the nation and state's diversity.