



## Washington State Democrats Job Description – Digital Coordinator

**Position: Digital Coordinator**

**Location: Seattle, WA**

The Digital Coordinator is responsible for implementing an innovative digital, video, and social media plan, including managing online communications. The Digital Coordinator will work in concert with our Get Out the Vote organizing team. The Digital Coordinator should be skilled in managing multiple competing priorities simultaneously. They must be creative, dynamic, relentless, and unafraid to take risks.

The person in this position will be expected to work irregular hours, including nights and weekends, and must have access to a laptop, reliable car transportation, and reliable, consistent, strong internet. The Digital Coordinator will help expand our organizing communication tactics and turn great ideas into stunning content for digital and traditional platforms. The Coordinator will report to the Digital Manager and work with the entire Coordinated Campaign team, and work with the State Party team. This position will be paid hourly at \$18.00/hour with overtime paid at 1 ½ times the hourly rate after 40 hours up to 55 hours per week, plus bonuses are available. Benefits include health care, phone, and mileage stipends; paid time off, sick leave, bereavement, and paid observed holidays. The position is part of a union collective bargaining agreement and is a full-time position that will run through November of 2022, with an anticipated start date in June. This role will be based in-person in Seattle, and the ability to work remotely will not be available. Proof of full vaccination is required.

### Responsibilities

The Digital Coordinator will implement the digital and social media operations for internal and external communications, including but not limited to original video content, managing website inbound contacts, website content, graphics, and digital and social media content.

### **Duties Include:**

- Working with staff, consultants, and vendors on an aggressive and authentic digital campaign strategy.
- Implementing the day-to-day workflow of the party's digital programs, including email, advertising, social media, website, and more.
- Developing high-quality, innovative videos, graphics, and written content for social media, email, and website in collaboration with the Coordinated Campaign team to ensure maximum quality and visibility.
- Aggressively seize opportunities that appear on the local, state, and national stage to promote the values and candidates of the Democratic party.
- Designing communications materials for leadership to be used by members, allies, donors, and campaign partners.
- Consistently meet deadlines and communicate with your direct supervisor when challenges arise that will prevent you and/or your team from meeting your goals.
- A commitment to creatively solving challenges that will occur with goals, strategies, and tactics.

### **Minimum Experience & Skills:**

- A passion for social justice and a commitment to Democratic Party values.
- 1+ years experience in digital media.
- A passion for creative and compelling digital communications work, including digital storytelling.

- An unabating drive to unearth new strategies to elect Democrats.
- A friendly and professional, member-first demeanor.
- Ability to manage multiple projects independently and consistently meet deadlines.
- Experience with core graphic design principles and experience using online programs such as Canva, smartphone editing apps, as well video editing.
- Proficiency in Google Suite, MS Office, including Microsoft Word, Excel, and PowerPoint.
- Detail-oriented and comfortable working in a fast-paced office environment.
- Superior organization skills and dedication to completing projects in a timely manner.
- Excellent written and verbal communication skills.
- Ability to communicate clearly and proactively, both within the organization and with external partners and vendors.

This position will remain open until filled, and applicants will be reviewed on a rolling basis. To apply, please send your resume to [jobs@wa-democrats.org](mailto:jobs@wa-democrats.org), with the subject line "Digital Coordinator," along with a brief description of why you are uniquely qualified for the position. The Washington State Democratic Central Committee strives to create a diverse, equitable, and inclusive environment and is proud to be an equal opportunity employer. We actively encourage applicants from historically underrepresented backgrounds, including first-generation college graduates, Black applicants, Indigenous applicants, and applicants of color, people with disabilities, and people who identify as part of the LGBTQ\* community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

