

Position Title: Internet Assistant for EMILY's List
Department: Marketing
Supervisor: Internet Manager

Principal Responsibilities

EMILY's List, the nation's largest financial resource for women candidates, is in search of an Internet Assistant to work on the organization's new media team. The EMILY's List Internet Assistant works closely with the Internet Manager and Internet Director to develop, implement, and maintain all new media efforts. The Internet Assistant is responsible for daily maintenance of the organization's website and other online properties and preparation of regular emails to its members. Candidates for this position should be extremely detail oriented, tech savvy and have excellent written and oral communications skills. Knowledge of HTML, Microsoft Excel, Adobe Photoshop, content management, CRM systems and data management is required. Solid understanding of internet tools, advocacy campaigns, list building and social networks is desirable. Experience with CSS, JavaScript, fundraising and/or marketing experience is a plus but not required.

Specific Duties

- Prepare and send HTML email communications to organization's membership using the organization's CRM;
- Create new pages, forms and templates for the organization's web site;
- Design creative elements such as graphics, optimized photos, and video clips;
- Compile comprehensive reporting on email results and web traffic;
- Collect, produce, and post relevant, timely content on the organization's web site and other online properties;
- Manage internal and external vetting process for all online copy;
- Assist in process of drafting, requesting approval, editing, and publishing of all online copy;
- Maintain organization's presence on Web 2.0 platforms;
- Work with the web team to brainstorm, develop, and maintain new online features including viral campaigns, online advertising, and online/offline grassroots strategies;
- Purchase and maintain all domain names for the organization;
- Perform other duties as assigned.

The ideal candidate must have strong technical skills, be meticulous in reporting, able to juggle and prioritize multiple tasks, have excellent written and oral communications skills, and be creative while adhering to basic design standards. College degree and an interest in electing pro-choice Democratic women required. Salary competitive. Strong benefits package. To apply, email resume and cover letter to jobopening@emilyslist.org with the subject line "Internet Assistant." **NO CALLS.**

EMILY's List is an Equal Opportunity Employer.
Applicants of diverse backgrounds are welcomed and encouraged to apply.