

North Carolina Press Assistant

Biden for President is seeking a Press Assistant for their North Carolina campaign and coordinated campaign efforts. This person will be a critical member of the North Carolina state communications department who will draft written materials, compile daily news clips, and media monitor, among other duties.

This position is located in Raleigh, North Carolina and requires in-person work.

Job Description

- Draft daily news clips;
- Media monitoring;
- Draft press materials, newsletters and other rapid-response releases;
- Other duties as assigned.

Preferred Skills & Qualifications:

- Superior organizational, writing, editing, and proofing skills;
- Strong attention to accuracy and detail

Additional Useful Skills & Qualifications:

- Flexible and hardworking;
- Extremely organized;
- Thrive in a fast-paced, constantly evolving political climate, managing multiple, competing priorities.

Salary and Benefits

The pay range is \$4,500 - \$5,000 per month and commensurate with experience.

All full-time employees are offered a comprehensive benefits package, 100% covered by NCDP. This includes medical, dental, vision, disability, and life insurance. Benefits become active on your first day of employment. Employees can add partners and dependents to health benefits but are responsible for covering the additional cost.

Application and Interview Procedure

Candidates should submit their resumes at <https://forms.gle/1sJkH2otUMtf8Wrg9>. The deadline for submitting applications is April 15, 2024

The North Carolina Democratic Party is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.

Biden for President requires all employees to be "up to date" on COVID-19 vaccination status as prescribed by the CDC as a condition of employment, unless otherwise prohibited by applicable law. If you seek a reasonable accommodation in relation to the campaign's COVID-19 policy, you should speak to the HR Department prior to reporting to an office location.

Biden for President is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The campaign is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or disability, or any other legally protected basis. The campaign is committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law. The campaign will not tolerate any unlawful discrimination and any such conduct is strictly prohibited. All information provided to Biden for President must be accurate and truthful. In the event that any information on your resume or related materials are found to be untruthful, the campaign reserves the right to disregard applications or take immediate disciplinary action, up to and including termination, and also reserves the right to take legal action for related damages.

Accessibility Note: We invite all interested and qualified candidates to apply for employment opportunities. If you require any accommodation in the application process, you may request a reasonable accommodation.

Biden for President believes in the importance of privacy for all individuals and is committed to handling personal data responsibly and securely . This means being thoughtful about the data you share with us, how we use it, and how we protect it.