

North Carolina Coordinated Campaign Press Assistant

The 2024 North Carolina Democratic Coordinated Campaign 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. This is a non-supervisory role and is a CWG bargaining unit position. This is a full-time temporary role through the 2024 election cycle that will end November 15, 2024.

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 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. Full-time employees also receive unlimited paid time off on an as needed basis subject to employer approval, two floating holidays, and paid holidays.

Application and Interview Procedure

Candidates should submit their resumes at <https://forms.gle/1sJkHtotUMtf8Wrg9>.

Due to FEC regulations, only U.S. citizens or U.S. green card holders are eligible to apply for this role.

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 basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.