



Digital Coordinator

The Montana Democratic Party is accepting applications for the part-time Digital Coordinator.

The media coordinator oversees content assets across Montana including but not limited to MDP websites and social media accounts. This position works to ensure consistent branding and messaging. This position should excel at content writing, website user experience, best practices in website management, social media management experience, and video. This is a part-time position with 20 working hours per week.

Required Skills, Abilities, and Experience:

- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Good knowledge and experience with online marketing tools, apps, and social media platforms.
- Ability to own the brand messaging strategy and quality standards.

Duties and Responsibilities:

- Build, plan, and implement overall digital marketing strategy.
- Creates graphic designs, promotional materials, infographics, web graphics, videos.
- Assists with content (graphics, slides, etc.) for presentations.
- Report on actionable metrics to drive strategy.
- Oversee social media content to ensure best practices are being used.
- Keep up-to-date on digital trends.
- Designs, builds, maintains, administers, websites with a focus on effective, efficient usability.
- Performs website editorial activities including gathering and researching information to enhance the sites.
- Works with the communications director, executive director, and others as assigned to develop the content.
- Ensures the information scheduled for publication to the website is accurate, complete and approved before publishing to the live website.
- Adheres to website design and brand consistency.
- Monitors website usage and reports on traffic and other measurables.
- Work with the Communications Director to develop social media strategies and implement them.

Compensation:

Compensation commensurate with experience. MDP offers a generous paid health insurance plan and travel compensation.

How to Apply:

MTDEMIS

MONTANA DEMOCRATS

To apply, please submit a cover letter with the names of three references and a resume to resumes2021@montanademocrats.org. Applications will be accepted until the position is filled. Incomplete applications will not be considered.