



## DIGITAL COORDINATOR

Montana Democratic Party seeks a creative, passionate individual to manage the party's digital messaging and social media. **The Digital Coordinator position** is full-time, based in Helena, MT with the opportunity for remote work.

**THE POSITION:** The digital coordinator oversees content production including (but not limited to) websites, social media accounts, and graphics for print ads. The candidate should excel at graphic design, content writing, and social media management.

Responsibilities include:

- Building and implementing overall digital marketing strategy.
- Working with stakeholders to obtain content and design digital and print material.
- Creating graphic designs, promotional materials, infographics, web graphics, videos.
- Report on actionable metrics to drive strategy.
- Oversee social media content and plan content calendar.
- Keep up-to-date on campaign news and digital trends.
- Working directly with the Communications Director to plan content and strategy

Skills and Qualifications:

- Strong experience with digital media, graphic design, and social media management
- 1-2 campaign prior cycles or relevant campaign volunteer work is preferred, but not required.
- Strong written and verbal communication skills; good copywriting and storytelling abilities
- Keen attention to detail
- Ability to multitask and work in a deadline-driven environment
- Ability to demonstrate multicultural competence

Compensation:

- **UNION STATUS:** Unionized with IBEW Local 206
- **LOCATION:** Helena, MT, but remote applicants will be considered.
- **COMPENSATION:** \$3600- \$4000 per month, health, dental, and vision insurance 100% paid by employer, monthly \$50 technology stipend, and qualifying mileage reimbursement.

**How to Apply:**

To apply, please submit a cover letter and a resume to Hadley Stack, MDP communications director ([hadley@montanademocrats.org](mailto:hadley@montanademocrats.org)). Applications will be accepted until the position is filled.