



JOB ANNOUNCEMENT ALASKA DEMOCRATIC PARTY

Position Title: Communications Director

Location: Anchorage, Alaska

Reports to: Executive Director

Salary: Commensurate with experience, starts at \$65,000

Benefits: Dental, Vision & Health Insurance, Leave, Relocation Stipend (if applicable)

The Alaska Democratic Party (ADP) is seeking a highly motivated and experienced full-time Communications Director. The Communications Director is responsible for managing the overall messaging strategy and implementation of the strategy via social media, earned media, and other opportunities. The ideal candidate should be skilled in managing multiple and competing priorities simultaneously and have the ability to maintain a sharp focus on details.

The Communications Director will report to the Executive Director, work closely with the ADP Chair, and collaborate with the entire ADP team to set strategic communications goals and help raise the ADP public profile.

We are looking for a passionate, hardworking individual who is committed to electing Alaska Democrats and who will make a commitment to ADP through the 2024 election cycle.

This position is based in Anchorage. This is a full-time, exempt position.

How to Apply: Interested candidates should email their resume and cover letter to jobs@akdems.org. Please include “Communications Director” in the subject line. Position will be open until filled. Applications will be reviewed on a rolling basis.

Position Responsibilities Include:

- Working with Party leadership to develop and implement an aggressive communications strategy for the Party centered around the Party’s Bi-Enniel Plan, including ensuring message continuity across all communications platforms;
- Developing and maintaining positive relationships with allied media partners and members of the press;
- Working with local stakeholders on development and distribution of a strong, clear, concise, relatable, & coordinated message;
- Drafting press releases and other media outreach materials;
- Seeking and facilitating earned media opportunities;
- Managing a relationship with social media vendor for a robust social media program and some social media posting centered around ADP priorities;



- Managing relationship with digital vendor related to fundraising communications, to include reviewing copy and messaging guidance,
- Some website maintenance (wordpress);
- Compiling talking points and briefings for elected officials, Party leadership, other staff members, and members of the press as needed;
- Be a resource for the State Central Committee of the ADP, elected officials, and candidates on communications strategy/advice, including providing trainings as needed;
- Prepare bi-monthly communications materials (Party newsletter) for Democrats across the state;
- Work with the ADP team on paid digital investments relating to elections, Party building, and fundraising;
- Must successfully work with ADP leadership, staff, and our elected officials and candidates;
- Other duties as assigned.

Desired Skills/Qualifications:

- A passion and a commitment to Democratic Party values.
- Minimum of 1 cycle of prior political communications experience or experience on a congressional or statewide political campaign or for a state party or national committee preferred.
- Must be creative, possess exceptional writing skills, and experience managing all aspects of digital, social media, and traditional communications mediums.
- Strong on-the-record expertise.
- Excellent personal skills with the ability to build and maintain strong relationships.
- Responsive and positive team player who enjoys new challenges.
- Great verbal, written, and interpersonal communication skills, including attention to detail and positive attitude.
- Proven experience managing multiple complex projects and finishing tasks ahead of deadlines.
- Discretion and ability to work independently.
- Willingness to travel (as needed) and occasional extensive hours, including nights and weekends (as needed).

The Alaska Democratic Party is an equal opportunity employer committed to creating an inclusive workplace. ADP is dedicated to the achievement of equality of opportunity for all its employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, age, national origin or disability.