



Position Description -- Press Assistant

Elissa Slotkin for Congress is seeking a **Press Assistant** to help re-elect U.S. Rep. Elissa Slotkin in Michigan's 8th congressional district. As part of the Communications team, the Press Assistant will contribute to strategically delivering and amplifying the Campaign's key messaging across the district and nationally. The Press Assistant will be based in Campaign HQ in Rochester, Michigan, and will report to the Senior Advisor for Communications.

To apply for this position, please submit 1) a PDF resume, 2) a cover letter with two references, 3) and two writing samples of 500 words or less to campaign@elissaforcongress.com with the subject line "Press Assistant". **Position will be filled in late Spring 2020.**

Core Responsibilities

- Track relevant media coverage in the 8th congressional district and in Washington.
- Pitch stories, manage media logistics, help manage press lists, participate in event advance work and otherwise contribute to Campaign media relations.
- Draft press releases, briefings, remarks, and other external-facing Campaign communications.
- Monitor Campaign social media, and, in conjunction with Campaign leadership, draft and develop Campaign social media content.
- Transcribe candidate events, speeches, gaggles, and interviews.
- Help develop and execute non-traditional media outreach to help extend the Campaign's reach beyond standard print, online and broadcast outlets
- Other responsibilities as assigned.

Qualifications

- Excellent written communicator with strong professional writing skills.
- Strong attention to detail with a dedication to professional organization.
- Ability to follow news cycles and strategically identify entry points for Campaign messaging.
- Ability to meet tight deadlines in a high-pressure, fast-moving environment.
- Self-starter with a strong work ethic who is willing to work non traditional hours.
- Experience in Michigan preferred but not required.

Compensation

- Compensation will be commensurate with experience and qualifications.

Elissa Slotkin for Congress is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, political affiliation, sexual orientation, marital status, pregnancy, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.