

## **Digital Communications Associate**

The Economic Innovation Group (EIG) is a bipartisan public policy organization dedicated to forging a more [dynamic and inclusive American economy](#). Headquartered in Washington, DC, EIG produces nationally recognized research and works with policymakers to develop solutions that empower workers, entrepreneurs, and communities.

EIG is seeking a dynamic **Digital Communications Associate** to join our growing team. This position will play a critical role in shaping America's economic policy debate, given that EIG's research consistently informs the work of leading policymakers and the coverage of major publications like the *New York Times*, the *Washington Post*, and the *Wall Street Journal*. The ideal candidate will be a proactive and innovative individual who plans, develops, and implements EIG's social media and web strategies.

### **Responsibilities**

- **Content Creator:** You'll channel your creativity and experience into researching, writing, editing, and designing a diverse portfolio of print and digital content, including impactful infographics, informative newsletters, compelling fact sheets, etc.
- **Social Media Strategist:** You'll manage EIG's social media channels, including writing copy, designing visually compelling content, executing digital marketing strategies, and expanding our reach among Congress, the executive branch, media, and key influencers.
- **Web Master:** You'll ensure our web presence is fresh, engaging, and aligned with our strategic goals, including graphic design, content development, performance optimization, and vendor management.
- **Analytics Specialist:** You'll track audience engagement and produce regular reports on social media and website activity that reflect progress toward EIG's goals.
- **Special Projects Supporter:** You'll support the development and execution of special projects, including podcast and video production, to bring our world-class research and policy initiatives to life in the hearts and minds of EIG's stakeholders.

### **Qualifications**

- At least 1 - 2 years of experience in relevant communications roles or a related field.
- Knowledge of and experience with economic research and/or federal policymaking is a plus.
- Excellent writing, editing, and verbal communication skills.
- Expert project management abilities, attention to detail, problem-solving skills, and a drive to take initiative.
- Proficiency with WordPress, Mailchimp, Canva, and Adobe.

**Apply:** Please send in PDF format: 1) cover letter, 2) resume, and 3) a portfolio or graphic design sample (such as a social media campaign) to [careers@eig.org](mailto:careers@eig.org) with "Digital Communications Associate" in the subject line.

You'll enjoy comprehensive health care benefits, a robust retirement plan, and generous paid time off, including holidays. This position blends the best of both worlds – the collaborative energy of regular in-person engagements at our Washington, D.C. office, coupled with the flexibility of one to two days of remote work each week.

*EIG is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, gender, gender identity, parental or pregnancy status, national origin, sexual orientation, age, citizenship, marital status, disability, or Veteran status.*