



## **Progress Iowa - Digital Producer**

Location: Des Moines, Iowa

### **Organization Overview**

Progress Iowa is a multi-issue progressive advocacy organization. Year-round, we promote progressive ideas and causes with creative earned media strategies, targeted email campaigns, and cutting-edge new media. Our organization serves as Iowa's progressive communications hub. We operate as a center for innovative research, data-driven messaging, training, and communication strategies for the progressive community and its elected allies in order to shift the narrative around good governance and reshape what is possible by advocating for progressive policies.

### **Position Overview**

Progress Iowa seeks a dedicated, innovative, and adaptable team player to create proactive digital and earned media communications projects under the direction of the Executive Director and Digital Director. The person we're looking for has excellent oral and written communications skills (complete sentences, please), is the Bob Ross of graphic design, a wizard at coding, and is all-consumed by their communications and social media editorial calendar.

### **Duties Will Include:**

- Developing and executing cutting edge digital strategies, including social media, email, graphic design, and web development
- Overseeing and developing strategic plans for growth and engagement of Progress Iowa's email list and social media following
- Tracking and monitoring online analytics to develop best practices and improved communications strategies for the organization
- Ensuring our website, social media, and other online materials remain active and current
- Serving as a digital advisor to Progress Iowa allies, partners and Iowa leaders
- Developing websites and unique ways to communicate public policy issues online
- Going beyond the meme, creating compelling graphics for all online platforms
- Assisting with the management and creation of Progress Iowa's digital advertising
- Building and maintaining relationships with allies and leaders
- Travel throughout the state, as needed, and as COVID-19 safety protocols allow
- Other duties as assigned

### **Desired Qualifications:**

- Experience using video editing and graphic design Adobe Creative Suite, Canva, or other comparable design software

- Experience using and monitoring social media platforms such as Facebook, Twitter, Instagram, TikTok, Reddit, Snapchat
- Experience with web development and design, including the use of tools such as Wordpress.
- Experience using organizing databases and online tools such as ActionKit, NGP, ActionNetwork, or similar programs.
- Experience managing an email program designed to communicate with diverse audiences and maintain growth over a long period of time.
- Excellent oral and written communication skills.
- A team player with a positive attitude!
- Strong instincts for identifying and capitalizing on emerging stories
- Passion for social justice, worker's rights, healthier communities and an economy that prioritizes working families.
- Comfortable working in a fast-paced environment with multiple projects, sudden deadlines, and curveballs

### **Compensation:**

The annual salary for this position is \$50,000. Benefits include health insurance and paid time off that includes federal holidays, and flexible paid leave including vacation and sick days, as well as personal and family leave. The position is based in Des Moines, Iowa, with COVID-19 protocols in place including the ability to work remotely.

This position will be on contract through November 30, 2022, with the expectation of becoming a permanent position with the organization.

### **How to Apply:**

Please email a cover letter, resume, and sample work products to [jobs@progressiowa.org](mailto:jobs@progressiowa.org) and include "Digital Producer" in the subject line.

Progress Iowa is an Equal Opportunity Employer and believes that the diversity of ideas, experiences and cultures that our employees contribute to our organization is our greatest advantage, and we are proud to be an inclusive and equal-opportunity workplace, where all applicants and employees are considered for hire, promotion and job status without regard to race, color, religion, national origin, age, sex, sexual orientation, gender expression, or disability. Candidates of all backgrounds are encouraged to apply.