

Nonprofit Marketing Jobs

January 3, 2011

1. Copy Editor
2. Traffic / Project Coordinator

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Obama for America
Chicago, IL

Obama for America is seeking a Traffic Coordinator to join our Digital Outbound team, which is responsible for the copywriting and strategy of our national email and mobile programs as well as our social, blog, and microsite content.

Our Traffic Coordinator's role on the team will be to make sure the proverbial trains run on time: planning and tracking the production of components of projects and making sure we're getting them done and approved on deadline.

Our ideal candidate will be extremely organized, process-oriented, and have experience setting timelines and securing assets. You'll also have an understanding of the workflow of an online campaign team and experience working with editorial and creative programs.

Responsibilities:

- Schedules and tracks a broad range of projects and the production of their component parts (development, design, copy).
- Works with Outbound leads to assign writing team to projects.
- Processes initial project brief, job schedule, and contact reports throughout the life of a job.
- Provides daily agenda and priorities to the team.
- Manages projects to ensure that all action items meet their deadlines.
- Monitors workflow throughout the team and raises alerts about bottlenecks and delays.
- Educates incoming staff about workflow and process.
- Conducts weekly traffic meetings.

Requirements:

- Bachelor's degree or equivalent training.
- 3-5 years of traffic/project management experience.
- Knowledge of online campaigning/editorial process required.
- Excellent verbal and written communication skills.
- Ability to work independently, with minimal supervision.
- Ability to perform multiple tasks in a fast-paced, team environment.
- Ability to work under pressure.

Salary will be commensurate with experience and qualifications; we also offer a benefits plan.

To apply, please email your resume and a note explaining why you'd be a good fit for our team to digitaljobs@barackobama.com.

2. Copy Editor
Obama for America
Chicago, IL

Obama for America is seeking a Copy Editor to join our Digital Outbound team, which is responsible for the copywriting and strategy of our national email and mobile programs as well as our social, blog, and microsite content.

Our Copy Editor's role on the team will be to take on larger or more time-consuming proofing jobs that come our way, for online and print media. It will be the copy editor's responsibility to make sure talking points, reports, memos, lit, site copydecks, and other projects are free of errors and consistent with campaign style.

Our ideal candidate will be detail-oriented, highly organized, and able to set priorities to meet deadlines. Ideally, you'll have an understanding of the workflow of an online campaign team and experience working with editorial and creative programs.

Responsibilities:

- Copy edits materials to ensure proper style, grammar, and adherence to campaign / AP style.
- Steps in where time and capacity allow to help with other QA projects (checklisting emails and sites, for example).

Requirements:

- Bachelor's degree or equivalent training.
- 2-3 years of copy-editing experience.
- Knowledge of online campaigning/editorial process required.
- Excellent verbal and written communication skills.
- Ability to work independently, with minimal supervision.
- Ability to perform multiple tasks in a fast-paced, team environment.
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