



## **Digital Coordinator**

Reports to: Communications Director  
Works with: CRP staff  
Location: Sacramento  
Job Status: Temporary; Full time; Non-Exempt

### **About the California Republican Party**

The California Republican Party (CRP) is the official organization of the ballot qualified Republican Party and exercises general direction over the statewide election campaigns for Republican nominees for state elective office. The CRP's members are the registered Republican voters in California.

### **Overview of Responsibilities**

The digital coordinator will report to the communications director and support initiatives to successfully execute a comprehensive website and data collection program coordinated between the CRP, candidates and county central committees. The digital coordinator will also support CRP's digital team, including in-house graphics, digital media and internet campaign and communications efforts.

### **Essential Duties**

- Assist the communications director in implementing all aspects of the website and data plan
- Coordinate website updates and postings with the contact for each page
- Assist with website content creation and posting
- Seek out opportunities to continue to build our database through our website presence
- Stay up-to-date with industry advancements and areas where the CRP can expand online
- Proactively maintain the flow of data going to and from the communications department
- Assist in the management of data tags in the website database
- Create in-house graphics, edit and create videos
- Other duties as assigned

### **Preferred Capabilities**

- Prior experience or core coursework in digital marketing, website maintenance, data input and digital media creation.
- Strong oral and written communication skills, including quantitative analysis, spreadsheets, and databases
- Highly collaborative and perceptive, and shows prudent analysis in problem solving
- Ability to work independently and take direction.
- Possesses the organizational skills to manage multiple projects, ability to work on tight and changing deadlines and manage workload amongst various priorities and work projects
- Strong interpersonal skills, ability to report to various supervisors
- Detail-oriented
- Ability to maintain confidentiality of work
- Work is conducted in an office environment; job requires ability to work with office equipment, files, lift boxes and materials of up to 25 pounds