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Media Administrative Assistant

States Newsroom · Chapel Hill, NC

Full-time

51-200 employees

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About the job

States Newsroom, a progressive political journalism startup in Chapel Hill, needs help with administrative and research tasks. If you're interested in politics and policy, journalism, and/or nonprofit online news, this is the job for you.

The ideal candidate is organized and self-motivated, knowledgeable and curious, self-directed and flexible. Interest in state-level political affairs is essential, as is the ability to multi-task. The Newsroom is growing rapidly so no two days will be the same.

Duties include:

- Supporting States Newsroom headquarters, which will serve as a hub for state-level news sites around the country
- Tracking annual budgets and audience engagement trends for multiple state-level projects
- Organizing and filing expense reports for headquarters staff
- Making travel and meeting arrangements in NC or Washington, DC, for people coming from multiple states
- Researching states and briefing States Newsroom staff on their electoral politics and policymakers
- Summarizing newly released national research on federal policies' effects on selected states
- Assisting the Digital team as needed and providing website and social media support for state partners
- Maintaining shared documents and databases for use by state partners
- Other research and administrative tasks as required

Qualifications:

- Administrative work experience (gained through full-time work experience or internships)
- Working knowledge of finance procedures and strong analytical skills
- Proficiency with Google suite
- Familiarity with WordPress and MailChimp
- Social media experience
- Ability to manage multiple projects simultaneously while maintaining attention to detail
- Self-motivated with strong organizational skills
- Demonstrated interest in journalism preferred

This is a full-time, exempt position based in Chapel Hill with competitive pay and benefits. To apply send resume and cover letter to jobs<at>statesnewsroom.com. For more information about States Newsroom and our affiliates, please visit <https://statesnewsroom.com/>.

Contact the job poster



Nelle Owens Dunlap

Digital Director at States Ne...
Durham, North Carolina, United States

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About the company



States Newsroom

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Online Media • 51-200 employees • 44 on LinkedIn

States Newsroom is a growing network of state-based news outlets with a national bureau in Washington, D.C. Our nonprofit affiliates combine relentless reporting and insightful commentary to connect people to the state leaders and government policies the ...[show more](#)

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