

Rapid Response Manager/Associate

The Hub Project

Location: Washington, DC

Status: Full-time

Position Summary

Launched in 2016, The Hub is a non-profit effort made up of a growing team of communications, research, and organizing experts who have extensive experience in campaign strategy, digital, and polling and analytics. We believe in a country where everyone has the opportunity to succeed in our economy and participate in our democracy, and we make that vision a reality by partnering with advocacy groups – bringing surge capacity and coordination to build innovative and effective campaigns. We are a hardworking, yet close-knit, highly collaborative team, where great ideas, rather than formal hierarchy, are what drive the day.

The Rapid Response Manager/Associate will work closely with members of the communications team, along with campaign managers across the organization. This person will help draft research materials, track news and do supporting research projects, help to manage rapid response projects, help lead social media efforts around key campaigns, and support the organization's overall work.

Essential Responsibilities and Tasks

- Conducting background research on political, news, and media on the day to day campaigns we are engaged in.
- Writing and editing materials for reporters, partners, and social media.
- Working with the Associate Director of Rapid Response to execute cross-team plans to respond to events and help create earned media moments.
- Supporting social media and other digital efforts.

Required Experience, Knowledge, and Skills

- 1 – 5 years of relevant experience.
- Ability to research and write materials quickly.
- A nose for what research and press efforts will help support our campaigns.
- Interest in working in press/news, and a sense of what drives news coverage, familiarity with a myriad of social networking sites and how to navigate activist communities for engagement.
- Working knowledge of reporters, organizations, and leaders driving our current political conversation.
- Experience in political social media tools, working sense of influentials and what drives them.
- Own social media following a plus.

How to Apply

E-mail your resume and cover letter as PDF or Word attachments to: recruitment@rabengroup.com. Please reference the exact title of the job you are applying for in the subject line. This announcement will remain posted until the position is filled.

Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from The Hub. Thank you for your interest.

Careers at The Hub

The Hub is a project of the New Venture Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. The New Venture Fund is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. The New Venture Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socioeconomic backgrounds and levels of physical ability.