



Employment Opportunity:

DailyClout is seeking an editorial and administrative assistant to work remotely with the CEO and CMO.

About DailyClout

We are a fast growing civic technology company with a mission to help people everywhere use legislation to understand and change the laws that affect them, by providing digital tools and creating blogs, videos, mailings and other content about democracy. We are a small team of smart, inclusive, committed and considerate people, some of whom work internationally. We are committed to helping all citizens participate in our democracy and to make an impact. It's a great environment with a really important mission in which you can learn and grow professionally. Our customers appreciate what we are doing and helping them enjoy the best possible experience with our products and services is important and very satisfying. We are devoted to inclusiveness and diversity.

Role & Responsibilities:

You will work directly with the CEO and CMO publishing content, managing social media and tending to administrative tasks.

Responsibilities Include:

- Publishing blogs/content
- Managing social media campaigns
- Scheduling both internal and external interviews and team calls
- Assisting with customer inquiries and complaints
- Assisting with digital marketing analysis

Qualifications:

- Previous experience publishing in the Word Press/Member Press backend
- Previous experience scheduling Mail Chimp mailings and Tweets with Hoot Suite
- Strong administrative and organizational skills
- Digital marketing skills a plus
- Experience using Excel and working with expense reporting is a plus

Compensation:

Competitive and commensurate with your experience.

How To Apply:

Interested applicants should submit a resume and cover letter to: jobs@dailyclout.io with the subject "Editorial & Administrative".