



**DIGITAL MEDIA AND WEBSITE SPECIALIST - FREE STATE FOUNDATION, INC.-
ROCKVILLE, MD**

The Free State Foundation is seeking an experienced, talented, and committed individual to support our team by enhancing our media outreach and communications efforts. The position may be filled on either a full-time or part-time basis, although part-time is preferred, at least initially. The position offers the opportunity for telecommuting for a considerable portion of the work schedule.

ORGANIZATION OVERVIEW:

The Free State Foundation is a non-profit think tank focused primarily on communications and Internet law and policy and intellectual property issues. Its primary purpose is to promote, through research and educational activities, understanding of free market, limited government, and rule of law principles at the federal level and in Maryland. The foundation focuses on educating policymakers, opinion leaders, the press, and the general public concerning the need to eliminate unnecessary and counterproductive regulatory mandates, especially those applicable to communications, media, and high-tech markets, and on protecting individual and economic liberty, and making government more effective, efficient, and accountable.

OBJECTIVE AND RESPONSIBILITIES:

The Digital Media and Website Specialist will work closely with the FSF President and senior staff to boost the organization's presence and effectiveness in the media, including social media and online.

To accomplish this objective, the Specialist will have responsibilities associated with:

- Managing the FSF website, including maintenance, upgrade, and redesign of the website as needed, to further FSF's messaging goals
- Creating and distributing well-designed messages regularly to FSF's subscriber lists
- Managing postings on Facebook, Twitter, and other social media sites, as well as streaming FSF events
- Working with the President and senior staff of FSF in managing and executing a social media strategy that supports FSF's communications messaging and policy goals and enhances FSF's leadership position as a leading free market think tank

- Building relationships with TV, radio, and print reporters to expand positive coverage of FSF's priority issues and researching media decision-maker priorities and tailoring FSF outreach accordingly
- Tracking and analyzing media presence to quantitatively demonstrate impact
- Assisting in writing and distributing press releases
- Crafting persuasive talking points and preparing staff for events and media appearances

QUALIFICATIONS

-2-5 years of experience in media relations, marketing, communications or related professional work

-Excellent writing and editing skills

- Knowledge or experience in telecommunications, Intellectual Property, or government regulation highly desirable

-Fluency in using social media

-Experience with website maintenance and design, including WP Engine, WordPress, and knowledge of HTML coding

-Share a commitment to free market, pro-property rights, and rule of law principles

-People-savvy, well-organized and dedicated to success, both a team player and self-starter, and a creative problem solver

APPLICATION:

Qualified candidates should submit the following in one PDF file with your full name in the file name:

-A resume that specifically includes your qualifications relevant to this position

-Cover letter describing (a) why you believe you are qualified for this position; (b) why you believe FSF's mission is important; and (c) your salary requirements

-A writing sample which demonstrates your ability to explain an issue of some complexity in order to convey a message

PDF APPLICATIONS SHOULD BE SUBMITTED TO –
LMAY@FREESTATEFOUNDATION.ORG

Questions about the opening may be directed to Laurie May at the above email address.
LMAY@FREESTATEFOUNDATION.ORG

Phone calls initiated by applicants will not be accepted during this initial screening period.