



Assistant Secretary Job Description

The Assistant Secretary's role is to assist the Secretary with his/her duties.

In the past, the Assistant Secretary has at times served as the Press Secretary for the Democratic Party of Denver. This included writing press releases, maintaining media lists, creating PR strategies for specific initiatives and producing a monthly newsletter of party activities.

The Assistant Secretary has also had responsibility for updating our website and facebook page, and for serving in the Secretary's place at meetings when he/she is not available.

Working with the Chair and other officers and membership, the Assistant Secretary helps sustain a solid and positive media presence in the public eye, and inside the county and state parties. This is an official volunteer position, appointed by the Secretary with approval of the Chair.

The Assistant secretary is a member of the Executive Committee and Central Committee, and is expected to attend all committee meetings, as well as help with major County functions, such as fundraisers, central committee meetings, assembly and convention, etc.

Ideal Qualifications

- Excellent computer and social media skills
- Excellent writing and editing skills
- Organizational skills including project management, communication and delegation in a deadline-oriented setting