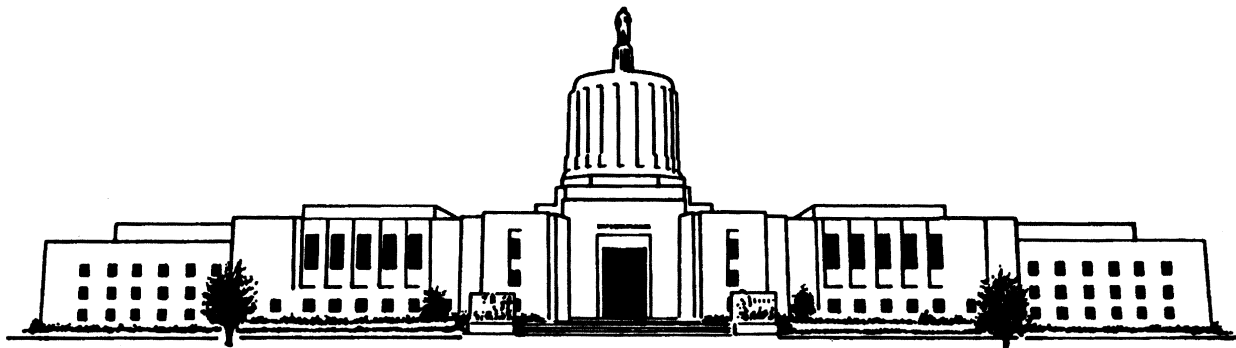


Recruiting for:

COMMUNICATIONS DIRECTOR

Salary Range 30 (\$5,056 - \$7,977 monthly)

[Legislative Affairs Specialist II]



**LEGISLATIVE ASSEMBLY
HOUSE REPUBLICAN OFFICE**

The House Republican Office (HRO) is seeking a full-time and continuing Communications Director (Legislative Affairs Specialist II) to work in the HRO with caucus leadership and advise all House Republicans on a myriad of strategic communications and public relations issues.

DUTIES AND RESPONSIBILITIES

- ◆ Provide communications and media relations services, strategy and advice to the House Republican Leader, House Republican Leadership team, and the House Republican caucus as a whole.
- ◆ Develop and deliver messages to the press and public for the House Republican Leader and House Republican caucus as a whole.
- ◆ Supervise the rest of the HRO Communications Team.
- ◆ Advise the House Republican Leader and HRO Chief of Staff on overall message development and Communication, as well as the public affairs impact of specific legislative activities.
- ◆ Write, edit, and distribute media statements on an ongoing basis.
- ◆ Organize and schedule press conferences, press availabilities, and interviews.
- ◆ Plan short-range and long-range communications, and public education or outreach strategies that include advertising, promotional events and publicity.
- ◆ Integrate communication strategies with goals and objectives.
- ◆ Create communication plans for proposed legislation, testimony, and other communications designed to advance programs or public policy initiatives.
- ◆ Write communication policy and procedures for handling sensitive information or media interactions.
- ◆ Write and edit speeches, opinion pieces, talking points, newsletters, and other materials.
- ◆ Serve as the primary media contact for the House Republican Leader and House Republican caucus as a whole.
- ◆ Manage questions from the media, initiate articles and op-eds about House Republican activities and legislative proposals.
- ◆ Maintain productive relationships with reporters and news organizations.
- ◆ Engage on social media on behalf of the House Republican Leader and House Republican caucus as a whole.
- ◆ Provide strategic communication advice and coordination in a fast-paced political environment.
- ◆ Assist all members of the House Republican caucus and their staffs on their media relations, strategic communications, and messaging.
- ◆ Research, update, revise and retrieve information using a computer.
- ◆ Develop forms and reports as requested.

- ◆ Maintain and process confidential documents and files.
- ◆ Attend all caucus meetings and brief entire caucus on communications strategy and the impacts of specific legislation on such strategy.
- ◆ Attend and staff public events, workgroups, task forces, tours, and other events of public or media note on behalf of the office, as needed.
- ◆ May attend conferences, symposia, and the like to gain professional development, expand professional knowledge, etc. (Any travel will be reimbursed under the rules of the Assembly).
- ◆ Build and maintain strong relationship with diverse stakeholders with varied interests.
- ◆ Attend and contribute to all caucus and leadership meetings.
- ◆ Other duties as assigned.

HIRING INFORMATION

- ◆ The starting salary for this position will be determined within the Legislative Compensation Plan's Range 30 (\$5,056 - \$7,977/mo.) based on a pay equity analysis performed by Employee Services.
- ◆ This full-time position has management service benefits, including health and dental insurance; optional life and disability insurance programs; a paid retirement program for qualifying individuals; and paid vacation, holidays, and sick leave.
- ◆ Candidate should be able to start work no later than September 1, 2019, preferably sooner. Earliest start date is August 1, 2019.
- ◆ This position will remain open until filled.

WORKING CONDITIONS

The Communications Director works in a partisan political environment in the Capitol building in Salem. Unpredictable work hours, including evenings and weekends, are often required during the legislative session and other heavy workload periods. Such periods are unpredictable and may be event or news-cycle driven. This is a senior caucus staff position that directly reports to the Chief of Staff and House Republican Leader. This is an at-will position, serving at the pleasure of House Republican caucus leadership including the Republican Leader and the Chief of Staff.

MINIMUM QUALIFICATIONS (MQs)

- ◆ Bachelor's degree in any of the Social Sciences, Business, Public Administration, Public Relations, Communications, Marketing, Journalism, or the Behavioral Sciences, or related degree. (*Advanced degree(s) may result in greater compensation under the pay equity analysis.*) **AND**
- ◆ Four years of professional level experience in Public Relations or Affairs **OR**
- ◆ Eight years of experience directly related to the position under recruitment; five of the eight years must have been at the professional level.

NECESSARY and/or DESIRED SKILLS and EXPERIENCE

- ◆ Excellent writing, editing, speaking, and analytical skills.
- ◆ Strong understanding of the contemporary mass media environment and how to use it to promote an agenda.
- ◆ Skilled at the use of social media to promote an agenda.
- ◆ Strong understanding of the legislative and political environment.
- ◆ Experience and skill in developing and maintaining effective working relationships with reporters, elected officials, and/or political staff.
- ◆ Strong ability to speak clearly and confidently with members of the media.
- ◆ Excellent work ethic.
- ◆ Ability to work individually in a self-directed manner and as part of a team.
- ◆ Ability to produce consistent, quality work under deadline in a fast-paced environment.
- ◆ Experience working in the Oregon Capitol or a similar political environment.
- ◆ Experience advising elected officials and/or directing a strategic communications plan for an elected official or a public policy organization.
- ◆ Experience producing press releases.
- ◆ Knowledge of current legislative issues and familiarity with Oregon statewide-level policy.
- ◆ Ability to work effectively with senior-level decision-makers and their immediate staffs.
- ◆ Ability and willingness to work outside of normal business hours as the legislative session and events dictate.
- ◆ Ability to manage several issues and projects simultaneously and to adjust to frequently changing demands.
- ◆ Strong ability to transmit information by written and spoken word so that an audience with differing levels of comprehension can understand the presentation.
- ◆ Experience and skill presenting information in writing and orally.
- ◆ Knowledge of research techniques sufficient to collect, analyze, interpret and report data in both a narrative and statistical format.
- ◆ Skill in performing professional support functions requiring independent judgment, decision-making, and problem resolution.
- ◆ Strong skillset and experience with contemporary business software and applications.
- ◆ Successful experience researching complicated policy issues and providing clear and concise findings.

- ◆ Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.
- ◆ Can identify sources of information, what kinds of information are needed, and apply different methods of collecting data.
- ◆ Ability to develop specific goals and plans to prioritize, organize, and accomplish work.
- ◆ Ability to develop, design, or create new applications, ideas, relationships, or systems.

TO APPLY

Please e-mail a a cover letter, a current résumé, two recent writing samples, and three references to the Chief of Staff, Mike Carew at Mike.Carew@oregonlegislature.gov

- ◆ The cover letter should describe how you meet the minimum qualifications and necessary skills.
- ◆ The two writing samples should pertain to the position (e.g. press release, talking points, speech, etc.)
- ◆ If interviewed, a writing test will be required and an oral presentation is likely to be required.
- ◆ All applications will be confidential; references will not be contacted unless a candidate becomes a finalist.

Any questions concerning this position should be directed to the Chief of Staff, Mike Carew at 503-986-1544 or mike.carew@oregonlegislature.gov

The Legislative Assembly cannot be responsible for materials that are lost in the mail, illegible, or missing as a result of transmittal.

Equal Opportunity / Affirmative Action Employer. Women, Minorities and Persons with Disabilities Are Encouraged to Apply. ADA Accommodations Will Be Provided upon Request.

Closing Date: Open until filled.

