

**COMMUNICATIONS DIRECTOR
SENATE REPUBLICAN OFFICE
LEGISLATIVE ASSEMBLY
\$4,500 to \$5,500 per month**

HIRING INFORMATION

The Oregon Senate Republican Office is seeking a Communications Director.

DUTIES AND RESPONSIBILITIES

The Communications Director is responsible for the caucus communications and social media strategy and serves as the liaison to press on key legislative issues. The Caucus Administrator supervises the Communications Director.

- Work with Caucus Administrator, Legislative Director and Legislative Members to set caucus communication strategy
- Develop all caucus messaging
- Draft all press releases, opinion pieces, talking points, and other material for caucus to assist members
- Develop and track editorial content calendars for caucus and members
- Implement caucus social media strategy
- Field all press requests
- Monitor all media, including reporter activity on Twitter
- Work with individual members to provide quotes and background to media
- Pitch stories to media
- Establish and maintain positive working relationships with statewide media and Capitol reporters
- Track local, state and national political news
- Advise Member Outreach Coordinator on member constituent outreach communications
- Edit member communications as needed
- Assist legislative staff with media requests and pitching
- Other duties as assigned.

WORKING CONDITIONS

The Communications Director works in a partisan political environment in the Capitol building in Salem, Oregon. Hours may include evenings and weekends especially during legislative sessions.

MINIMUM QUALIFICATIONS

- Bachelor's degree (preferably in Communications, Public Relations or a related field)
- 2-3 years experience working with press
- 2-3 years professional social media experience

DESIRABLE ATTRIBUTES

- Demonstrated ability to quickly collect, analyze, and convey information about legislative issues to a variety of audiences
- Experience presenting information in writing and verbally
- Must be a self-starter with excellent communication skills and must enjoy working collaboratively with others
- 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
- Ability and willingness to work outside of normal business hours as the legislative session dictates
- Ability to manage several issues and projects simultaneously and to adjust to frequently changing demands

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

TO APPLY

Send (1) a cover letter; (2) a current resume; and (3) a recent writing sample of no more than 3 pages via email to paul.rainey@state.or.us - Please add "Communications Director" to the subject line of your email.

Application materials will be accepted until the position is filled.

Equal Opportunity / Affirmative Action Employer

Women, Minorities and Persons with Disabilities Are Encouraged to Apply

ADA Accommodations