

Communications Director

Office of House Speaker Tina Kotek

The Speaker's Office is hiring for a full-time Communications Director. The Communications Director works closely with the Speaker and Speaker's Office staff in coordinating implementing the overall communications plan for the Speaker and the House of Representatives as a whole.

DUTIES AND RESPONSIBILITIES

The Communications Director has three main responsibilities: media relations, communications planning for the Speaker, and strategic message coordination.

Working with the Speaker and Speaker's Office staff, this position requires the ability to develop and deliver messages on behalf of the Speaker and the House of Representatives.

Specifically, the Communications Director:

- Develops and directs the communications plan for the Speaker;
- Writes, edits, and distributes press releases on on-going basis;
- Organizes and schedules press conferences, press availability, and interviews;
- Writes and edits speeches, opinion pieces, talking points, newsletters and other materials;
- Serves as primary media contact for the Speaker and House of Representatives, fields routine questions from news media, initiates articles about House activities and legislative proposals and maintains productive relationships with reports and news organizations.
- Assists the Speaker and leadership in other projects and duties as assigned.

WORKING CONDITIONS

The Communications Director works in a partisan political environment. This position primarily works in the Capitol building in Salem, and may have to work evenings and some weekends with some limited travel required.

SALARY AND BENEFITS

The Legislative Assembly provides management service benefits to continuing employees, including health and dental insurance; optional life and disability insurance programs; a paid retirement program for qualifying individuals; paid vacation, holidays and sick leave. The salary range is \$5,000/month to \$7,000/month.

MINIMUM QUALIFICATIONS

- Excellent writing, editing, speaking and analytical skills;
- Experience and skill in developing and maintaining effective working relationships with professionals including news reporters, elected officials, and political staff;
- Bachelor's Degree, or an Associate Degree with five years experience in the communications/media field;
- Three or more years of professional experience in communications/media relations, preferably in a political or public policy arena;
- Knowledge of current legislative issues; ability to quickly research and analyze key legislation, with assistance from other Speaker's staff; and the skills necessary to convey complex ideas to leadership, members and staff, and the press and public;
- Fluency with electronic communications and social media;
- Experience working with and consulting elected officials; and
- Experience working as part of a team.

TO APPLY:

- Email a cover letter, resume, three references, and two writing samples to Amelia Porterfield, Chief of Staff, House Speaker's Office at amelia.porterfield@state.or.us.
- The cover letter should describe how you meet the minimum qualifications.
- The two writing samples should pertain to the position, e.g., press release, opinion piece, media talking points, etc.

All applications will be kept confidential; references will not be contacted unless the applicant becomes a finalist.

This position will be hired for the duration of the 2015 session, with the potential to continue based on performance. **Review of applications will begin Monday, January 5, 2014.** Open until filled.