

The House Democratic Office is seeking a Communications Director

POSITION INFORMATION

The House Democratic Leadership Office provides support services to all House Democratic Caucus members and their legislative staff. Caucus staff will summarize legislation, conduct policy research, develop policy proposals, provide media support for Caucus members, provide strategic advice and assist the Democratic Leader in organizing the Caucus and its agenda.

The Communications Director plans, designs and executes a public affairs or education program for the House Democratic caucus and individual members. The Communications Director develops a strategic communications plan designed to bring about public information and education on major legislative proposals and manages public affairs projects that may involve departure from traditional approaches.

This position must be very aware of interpersonal contacts and sensitive to confidential and political situations, which may occasionally expose the employee to angry individuals or stressful situations. Must be aware of correct political and social protocol and exercise precise judgment in these areas.

DUTIES AND RESPONSIBILITIES

- ◆ Press Relations – Serves as a primary point of contact to the media for the House Majority Leader and all members of the House Democratic Caucus. Actively pursues press coverage of caucus members' activities, successes and positions. Assists caucus members and their staff with communication to their district media outlets.
- ◆ Communications – Assists the House Majority Leader and caucus members with multiple forms of external communication including, but not limited to, news releases, news conferences, newsletters, webpages, op-eds, speeches, talking points, and floor statements.
- ◆ Strategic Message Implementation – Advises the House Majority Leader, caucus members and Chief of Staff on message development and communication. Works with the Chief of Staff to develop and implement a communications plan for the House Democratic Caucus. Strives to communicate a cohesive Democratic message through coordination with other Democratic offices (e.g. Senate Democratic Office, Governor's Office, etc.)
- ◆ Graphic Design and Layout – Produces printed and online informational materials for caucus members and caucus staff, including but not limited to, news letters, issue briefs, training manuals, and district summaries.
- ◆ Assists House Majority Leader, caucus members and caucus staff with other projects on an as-needed, as-available basis.

HIRING INFORMATION

- ◆ The starting salary for this position will be commensurate with the selected candidate's experience and qualifications.
- ◆ This 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.

WORKING CONDITIONS

The Communications Director works in a partisan, political environment in the Capitol building in Salem. Unpredictable work hours are required during the legislative session and other heavy workload periods.

NECESSARY SKILLS

- ◆ Outstanding written and oral communication skills;
- ◆ Substantial experience in media relations, preferably in a political or public policy arena;
- ◆ Strong organizational skills and attention to detail with a willingness to work long hours in a fast paced and rapidly changing environment;
- ◆ Understand the legislative environment and have knowledge of Oregon's political landscape;

MINIMUM QUALIFICATIONS

- ◆ Bachelor's degree in a field of study related to communications and media relations
- ◆ 4 years experience in media relations, preferably in a political or public policy arena.

The ideal candidate would be able to demonstrate these qualities:

- ◆ Strong written and oral communications skills and an understanding of political communication.
- ◆ Independently motivated, with strong organization and planning skills.
- ◆ The ability to work as a member of a fast-paced team – flexibility and the ability to multi-task.
- ◆ Computer skills and experience in applications such as OUTLOOK, MSWORD, EXCEL, ACCESS, InDesign and Powerpoint.

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

TO APPLY

Please e-mail (1) a cover letter, (2) current resume, (3) two writing samples, and (4) a completed Legislative Administration employment application to

Amy Wojcicki at Amy.Wojcicki@state.or.us

1. The cover letter should describe how you meet the minimum qualifications and necessary skills.
2. All applicants will be confidential; references will not be contacted unless a candidate becomes a finalist.

This position will remain open until filled.

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

Equal Opportunity / Affirmative Action Employer

Women, Minorities and Persons with Disabilities Are Encouraged to Apply

ADA Accommodations Will Be Provided upon Request