

**Oregon State Legislature
Caucus Communications Director
Job Description**

Classification Title	Presiding Officer / Caucus Communications Director		
Job Code:	9903	Job Family:	Legislative
Pay Grade	14	Date Reviewed:	
FLSA Status	Exempt	Date Revised:	12/2020

GENERAL SUMMARY

Oversees and leads strategic communications for the caucus. Directs caucus and leadership messaging on multiple platforms. Creates news releases, talking points, speeches and other written materials. Provides assistance with constituent communications and assists in the preparation for media interviews. May serve as on-the-record spokesperson for the caucus.

REPORTING RELATIONSHIP

Reports to the Caucus Administrator/Chief of Staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Creates, implements, and oversees communication strategies, branding, and messaging for the caucus. Incorporates these strategies in communicating messaging to the press and media.
2. Conveys caucus messaging on social media for the caucus and lawmakers. Tracks and monitors the social media platforms of members and the caucus.
3. Provides consultation and form recommendations for online and print communications strategies to lawmakers and their staff.
4. Collaborates with the Chief of Staff and policy analysts to convey complex policies to the media and the general public.
5. Provides supervision and direction to staff and lawmakers on communications and branding strategy for the caucus.

KNOWLEDGE, SKILLS & ABILITIES.

- **Knowledge of:**
 - Online trends, social media platforms, and social media metrics
 - Member districts and priorities
 - Legislative and electoral processes
 - Current events, bills, and laws

- **Skill in:**
 - Written and verbal communication
 - Editing and proofreading
 - Organization and planning
 - Graphic design

- **Ability to:**
 - Manage brand perception
 - Pay close attention to detail
 - Present complex policies in an easy-to-understand manner
 - Think both critically and creatively
 - Work effectively under pressure to meet tight deadlines

MINIMUM JOB REQUIREMENTS

Bachelor's degree and seven (7) to nine (9) years of related experience.

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

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.