

# **Communications Director**

## **Office of House Speaker Tina Kotek**

The Speaker's Office is hiring for a full-time, continuing Communications Director. The Communications Director works closely with the Speaker and staff in implementing an overall communications plan for the office.

### **DUTIES AND RESPONSIBILITIES**

The Communications Director has three main responsibilities: Public Affairs Management and Media Relations, Consultation on Communication, Strategic Communications Planning.

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:

- Recommends, develops, and implements Communications plan for the Speaker.
- Advises the Speaker and office Chief of Staff on overall message development and communication as well the public affairs impact of specific legislative activities.
- Writes, edits, and distributes media statements on an 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 the primary media contact for the Speaker and the Oregon House of Representatives, manages routine questions from the media, initiates articles about House activities and legislative proposals, and maintains productive relationships with reporters and news organizations;
- Maintains the Speaker's social media presence;
- Provides strategic communication advice and coordination in a fast-paced political environment; and
- 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. The position may require some evening and weekend hours and some limited travel.

### **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; and paid vacation, holidays and sick leave. The annual salary range is \$63,756 to \$93,852.

## **MINIMUM QUALIFICATIONS**

- A Bachelor's degree in a field closely related to the work of the position (English, communications, management, media relations, political science). **AND**
- Three (3) years professional level experience in Public Relations or Affairs; Media Relations and/ or Communication(s) Management to include:
  - development of communication plans;
  - development of long- and short-range goals and plans;
  - computer competency (word processing, graphic design and layout);
  - clear and concise writing skills;
  - working effectively in a legislative environment;
  - orally communicating information effectively.

### **OR**

- Eight (8) years of communications experience within a legislature or political environment; five (5) of the eight years must have been at the professional level. This experience must include responsibility for the following:
  - development of communication plans;
  - development of long- and short-range goals and plans;
  - computer competency (word processing, graphic design and layout);
  - clear and concise writing skills;
  - orally communicating information effectively.
  - advising elected officials and/or directing a strategic communications plan for an elected official or public policy organization.

## **PREFERRED KNOWLEDGE AND SKILLS**

- 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.
- Knowledge of current legislative issues and familiarity with Oregon level policy.
- Excellent writing, editing, and analytical skills.
- Ability to speak clearly and confidently with members of the media.
- Experience and skill in developing and maintaining effective working relationships with reporters, elected officials, and/or political staff.
- Ability to quickly research/analyze issues and convey complex ideas to the public.
- Experience creating digital content for social media platforms.
- Experience working in a team environment.

**TO APPLY:**

- Email a cover letter, resume, three references, and a writing sample to Tim Inman, Chief of Staff, House Speaker's Office at [tim.inman@oregonlegislature.gov](mailto:tim.inman@oregonlegislature.gov).
- The cover letter should describe how you meet the minimum qualifications and how your skills would enhance the work of the Speaker's team.
- The writing sample should pertain to the position duties.

All applications will be kept confidential. References will not be contacted unless the applicant becomes a finalist. Open until filled.