

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: media relations, communications planning, 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 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 \$60,000 to \$75,000.

MINIMUM QUALIFICATIONS

- Bachelor's Degree, or an Associate's Degree with five years of experience in the communications/media field. AND
- Two or more years of professional experience in communications/media relations within a political or public policy arena. OR
- An equivalent combination of education and experience sufficient to demonstrate the ability to perform the duties of the position.

PREFERRED QUALIFICATIONS

- Experience working in the Oregon Capitol through a legislative session within the last five years, or experience working in 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 state-level policy issues in Oregon.
- 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.
- 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. Review of applications will begin Monday, October 16, 2017. Open until filled.