

Connecticut General Assembly
JOB OPPORTUNITY
Information Officer
State of Connecticut African-American Affairs Commission

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Hartford
Hours: Temporary 35 hrs/week January 7 – June 4, 2014
Salary: \$28.47/hour
Closing Date: December 19, 2014

General Knowledge:

Connecticut's African-American Affairs Commission (AAAC) is a nonpartisan, public policy and research office of the Connecticut General Assembly (CGA). Our mission is to improve and promote the economic development, education, health and political well-being of the African-American community in the State of Connecticut. Our office is located on the 5th floor of the State Capitol. We are a small, hardworking and dedicated team comprised of 3 full-time employees. We operate with a small budget. We are among 5 other constituent legislative commissions.

The Information Officer with a specialty in community organizing and communications provides current and accurate information about complex issues facing African-Americans in Connecticut to a variety of target audiences (including the CGA), and helps promote the strategies, values and value of the AAAC.

Assist the Executive Director in:

- Organizing and scheduling community forums/meetings
- Recruiting and training the general public to provide testimony during Legislative Session
- The publication of AAAC newsletter
- Updating AAAC data base and compiling new contacts
- Surveying general public regarding issues of concern in the African-American community
- Recruiting supporters and sponsors for the Classic Awards
- Establishing positive relationships with community based organizations and media on behalf of the AAAC
- Attending appropriate hearings and forums as representative of AAAC
- Assisting in recruiting potential Commissioners

Minimum Requirements:

- Excellent communication skills - written and oral
- Ability to travel in-state
- Flexibility to work during regular work day hours and some evenings
- Discipline to work independently and interdependently
- Experience working with community organizations, legislators and general public
- Minimum bachelor degree plus three years of relevant experience required. A master's degree is preferred. Community organizing or comparable management experience would be considered.

Application Instructions:

Send your resume, cover letter and brief writing sample to Connecticut's African-American Affairs Commission 210 Capitol Avenue, Suite 509, Hartford, CT 06106 or email documents to glenn.cassis@cga.ct.gov Applications must be received by December 19, 2014.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.