

Connecticut General Assembly
JOB OPPORTUNITY
Digital Media Specialist (Entry Level) – House Democratic Office

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Hartford
Hours: Full-Time
Closing Date: December 7, 2018

General Knowledge:

The Connecticut House Democratic Office is seeking an Entry Level Digital Media Specialist. This position will provide guidance and support to individual legislators and the caucus to better engage constituents through digital media and printed materials.

Preferred Skills and Ability:

The ideal candidate has strong oral and written communications skills, knowledge and experience with appropriate computing hardware products and publishing software, working experience and knowledge of graphic design products; a basic understanding of the legislative process and the ability to multitask, work well individually and on a team, and demonstrate close attention to detail.

General Experience:

Responsibilities include building and maintaining social media presence for caucus and individual legislators, advising Representatives and staff on ways to increase constituent engagement using social media, developing briefings, brochures, multimedia presentations, web pages, promotional products, technical illustrations, and computer artwork for use in products, technical manuals, literature, or newsletters; and other daily duties working with senior staff and directly with state legislators.

Application Instructions:

Please send a resume and cover letter by 5:00 pm December 7, 2018 to HDODMSSearch@cga.ct.gov.

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.