

**Connecticut General Assembly
JOB OPPORTUNITY**

Deputy Communications Director – Senate Democrats Office

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

- Open To:** The Public
- Location:** Hartford
- Hours:** Full-time
- Salary:** Starting salary \$75,000 – \$85,000 depending on experience
- Closing Date:** September 11, 2015

General Knowledge:

The Senate Democrats Office at the Connecticut General Assembly is seeking a Deputy Communications Director who will work closely with the Communications Director and caucus leadership to advance the Senate Democrats external communication strategy. He or she will provide support, counsel and guidance in the areas of media relations and other aspects of external communications.

The Deputy Communications Director will assist in managing a department responsible for external communications initiatives including press conferences, news releases, op-eds, social media content, media pitches, video production and other collateral. The candidate will be a team player and problem solver who can think quickly, creatively and be a valued member of a fast-moving department.

Examples of Duties:

- Copyedit and approve content of department e-newsletters, mail, etc.
- Prepare senators for print, TV and radio interviews/appearances
- Regularly write and distribute press releases on topics of concern to assigned senators
- Prepare and execute capitol and in-district news conferences
- Cultivate and maintain good working relationships with reporters, editorial page writers and other members of the media
- Maintain an accurate and current list of news contacts, especially in-district, local newspapers
- Produce and arrange guests for public access TV shows for senators
- Closely monitor all state, local and national news for trends/breaking news opportunities that could be relevant to assigned senators

Minimum Requirements:

- Bachelor's degree in journalism, political science or a related field and at least two years of communications experience required.
- Demonstrated knowledge of government systems, the legislative process and public policy issues.
- Strong interpersonal skills.
- Ability to work under pressure and with tight deadlines.
- Familiar with new media and video editing and production
- Excellent Writing and editing skills.
- Ability to work long hours during the legislative session.

Application Instructions:

Please send your resume, cover letter and a non-returnable writing sample to Senate Democrats Office 300 Capitol Avenue, Suite 3300, Hartford, CT 06106 or email documents SDOEmployment@cga.ct.gov. Applications must be received by 5:00 pm September 11, 2015.

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.