Connecticut General Assembly
JOB OPPORTUNITY
House Democrats Social Media & Digital Communications Coordinator

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 30, 2020 at 5:00pm

General Knowledge:
Provides guidance and support to the Majority Leader, individual legislators and the caucus to better engage constituents through digital media and printed materials. Works under the direction of the Chief of Staff of the House Majority Leader and under the general supervision of the Majority Leader. Work is done in coordination with House Democrats Communications Department. Work is performed independently and checked for accuracy and conformance with proper procedures. May supervise interns

Responsibilities:
• Responsible for the development and daily execution of the office’s digital strategy;
• Monitors and helps manage the social media presence for the Majority Leader;
• Proactively pitches to the Majority Leader and individual caucus members graphics, videos, and other content to engage constituents;
• Coordinate with policy and constituent services teams to help legislators communicate legislative business to the district and roll out policy proposals;
• Takes photos and video for use in print and online;
• Develops briefings, brochures, multimedia presentations, web pages, promotional products, technical illustrations, and computer artwork for use in products, technical manuals, literature, or newsletters;
• Creates basic designs, drawings, and illustrations for direct mail;
• Writes content for mail, web, and social media;
• Provides support for hardware, software and communications products;
• Works directly with legislators and staff to provide design and digital media support solutions;
• Has primary or shared project responsibility;
• Is responsible for layout of text and graphics to create newsletters;

Requirements:
• Requires a bachelor's degree or an equivalent combination of education and experience; 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; Basic understanding of the legislative process.
Application Instructions:
Please send a resume and cover letter by December 30, 2020 at 5:00pm to: HDOResumes@cga.ct.gov

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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.