

## Communications Director – Iowa Senate Democratic Staff

Applications are being taken for the position of Communications Director/Legislative Research Analyst with the Iowa Senate Democratic Research Staff. Review of applicant materials, which should include a resume, cover letter, and writing sample, will begin at 9 a.m. on Tuesday, September 27, 2022. Application materials should be submitted via the Iowa General Assembly's website: <https://www.legis.iowa.gov/careers>

Full-time employment. Competitive Benefits. Minimum annual salary is \$48,984, potential for higher salary with outstanding experience and qualifications.

This is not a supervisory position for state employees. The position is a supervisor of interns. This position reports to the Director of the Iowa Senate Democratic Research Staff.

**Closing of post:** until position is filled

**JOB DESCRIPTION:** The Communications Director supports the work of the Iowa Democratic state senators and caucus staff by facilitating communication with constituents, media outlets, organizations, and local, state and federal leaders. The job requires strong writing and editing skills, tech savvy, the ability to simplify complex information for a variety of audiences, and a keen attention to detail. The Communications Director will create press releases, speeches, caucus materials, social media posts, audio and video materials. The Communications Director will communicate with Statehouse reporters, local reporters and constituents. The Communications Director will help facilitate in-person and virtual constituent meetings.

### QUALIFICATIONS:

- A minimum of three years experience in one of these fields: communications, marketing, public relations, or journalism.
- Bachelor's degree is required.
- Excellent oral and written communication skills.
- General knowledge and understanding of government operations, public policy, and politics.
- Knowledge of software and digital platforms, including Microsoft Office, Adobe, Excel, WordPress, Action Network, RSS feeds, photo editing, graphics creators, social media, and more as needed.
- Dedicated team player.
- Strong interpersonal skills, able to maintain composure and remain adaptable in high-pressure and fast-paced work environments under strict deadlines.
- Experience in writing and revising and distributing news releases for both statewide and district level audiences.
- Experience with audio and video production in a variety of settings. This includes writing and revising scripts, preparing interview questions, editing audio and video for use on social media and radio.
- Self-directed and proactive nature with the ability to work independent of direct supervision while maintaining focus on detail-oriented projects.
- Ability, availability, and willingness to work additional and/or unconventional hours as demanded by the workload.
- Strong interpersonal skills, able to maintain composure and remain adaptable in high-pressure and fast-paced work environments under strict deadlines.

**JOB DUTIES AND RESPONSIBILITIES (*list is not all-inclusive*):**

1. Create press releases, speeches, caucus materials, social media posts, audio and video materials. Knowledge of software and platforms, including Microsoft Office, Adobe, WordPress, Action Network, RSS feeds, photo editing, graphics creators, social media, and more as needed.
2. Work with Staff Director, Senators and Caucus staff on messaging strategy.
3. Facilitate rapid responses for Senators to their constituents and the media.
4. Help facilitate in-person and virtual constituent meetings.
5. Develop relationships and work with media outlets, at the statehouse and in-district.
6. Photography—take photos as needed, process and edit photos for websites, social media and newsletters.
7. Planning--the Communications Director is responsible for the development and execution of our communications plan and calendar.
8. Must pay attention to details.
9. Ability, availability, and willingness to work additional and/or unconventional hours as demanded by the workload.
10. Supervises interns.
11. Other duties, responsibilities, and activities as assigned.

The Iowa General Assembly is an equal opportunity employer and employs without regard to race, color, religion, gender, sex (including pregnancy, gender identity, and sexual orientation), parental status, military service, age, national origin, marital status, economic status or disability.