

Deputy Communications/Legislative Research Analyst with the Iowa Senate Democratic Research Staff

Applications are being taken for the position of Deputy 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. This position reports to the Director of the Iowa Senate Democratic Research Staff.

Closing of post: until position is filled

JOB DESCRIPTION: The Deputy Communications Director/Legislative Research Analyst supports the work of Iowa's Democratic state senators and caucus staff by facilitating communication with constituents, media outlets, organizations, and local, state and federal leaders. This position is responsible for internal and external communications, including content that will appear publicly on behalf of the Senate Democratic Caucus and individual legislators. 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. This position also requires the ability to perform research, analyze complex legislation, and meet strict daily deadlines. The Deputy Communications Director collaborates with the Communications Director, the Caucus Staff Director, policy analysts, state senators and their assistants on routine projects and special assignments as needed.

Qualifications:

- Bachelor's degree or equivalent experience.
- 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, MailChimp, 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 and/or under strict deadlines.
- Attention to detail is a must.
- Ability, availability, and willingness to work additional and/or unconventional hours as demanded by the workload.
- Strong project management and problem-solving skills, along with the ability to analyze a wide variety of data.
- Strong interpersonal skills, able to maintain composure and remain adaptable in high-pressure and fast-paced work environments and/or under strict deadlines.

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

1. Research, write, edit and distribute senator newsletters, handouts and other caucus materials. Knowledge of software and platforms, including Microsoft Office, Adobe, WordPress, MailChimp, RSS feeds, photo editing, graphics creators, social media, and more as needed.
2. In collaboration with the Communications Director and Staff Director, create and maintain materials for the Caucus and Senators on multiple digital platforms.
3. Photography—take photos as needed, process and edit photos for websites, social media and newsletters.
4. Research and analyze complex legislation.
5. Assists Senators with constituent service related to Legislative Committee assignments. Provides a compassionate, accurate and timely response to Senators and constituents.
6. Must pay attention to details.
7. Ability, availability, and willingness to work additional and/or unconventional hours as demanded by the workload.
8. 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.