



Job Summary:

The VA House Democrats are seeking an experienced individual to fill the position of Communications Director. The person in this position will play a leading role in developing and promoting key messaging from the caucus, as well as providing strategic communications support and guidance to caucus leadership and members. This position reports to the Executive Director.

Responsibilities:

- Collaborate with caucus leadership and the Executive Director on the development and execution of overall VA House Dems communications strategy
- Coordinate communications and serve as primary contact for the caucus and its leadership with Capitol press corps, as well as national and state-wide print, television and radio outlets
- Work with Executive Director and Legislative & Policy Director to create and distribute weekly talking points for members
- Liaise with caucus partners and allies to ensure coordinated communication efforts on key issues
- Work with caucus members to tailor messaging to regional needs and issues to make sure talking points are applicable across the Commonwealth
- Draft messaging documents for members to improve coordinated response to key issues
- Other duties as assigned

Successful Candidates Will Have:

- Outstanding written and oral communication skills, with an ability to write and produce content on a wide variety of issues and platforms, at times with very tight deadlines
- An ability to work effectively with the press corps, House leadership, all members of the caucus, stakeholders, and other staff, both on the VA House Dems team and in interfacing with staff of other organizations
- An interest in and understanding of state legislative politics and the ability to think critically and strategically; seizing opportunities and anticipating obstacles
- Self-starter who shows strong initiative with the ability to effectively and independently manage projects with many moving parts to produce high-quality results on tight deadlines
- Strong political sense and discretion

Minimum Qualifications:

- At least 3 years of experience working for political organizations, campaigns, government or in public relations
- Travel in-state, as well as evening and weekend work, will be required
- Must be willing to relocate to the Richmond, VA area - this is NOT a remote position

Compensation:

Salary range for this position is \$5000-\$6000/month depending on qualifications and experience. All caucus staff are provided with a full health care benefits package, including vision and dental.

Interested applicants should submit a cover letter, resume and 3 professional references to jobs@vahousedems.org with the subject line "Communications Director." While the application deadline is December 31, 2021, we will be considering applications on a rolling basis, so those interested should submit their application as soon as possible.

The VA House Democratic Caucus is an equal opportunity employer that does not discriminate against any applicant for employment on the basis of race, sex, sexual orientation, gender identity, religion, national origin, age, or disability. We are committed to maintaining a diverse and inclusive organization and strongly encourage candidates with diverse backgrounds and identities to apply.