



## **Georgia Senate Democratic Caucus**

### **Communications Associate**

#### **JOB DESCRIPTION**

The Georgia Senate Democratic Caucus is comprised of the elected Democratic members of the Georgia State Senate. The caucus employs partisan staff positions that assist members and may also have non-partisan staff who are paid by the State of Georgia.

The Caucus Communications Associate is responsible for supporting the work of the Communications Director who oversees and implements all communications and policy initiatives of the Caucus, including the creation of an annual communications strategy, researching laws, legislation and progressive initiatives in other states, development of floor speeches, talking points on legislation and Caucus initiatives, managing public-facing social media platforms, and working with the Executive Director, Minority Leader's COS, and Finance Director to develop and refine messaging.

The Communications Associate reports to the Communications Director.

In addition to supporting the work of the Senate Caucus during legislative sessions, the Communications Associate works with Senators and Caucus staff to draft speeches, talking points, opinion editorials, social media content and legislative backgrounders to support their district work.

During election cycles, the Communications Associate works to support priority/targeted State Senate campaigns.

#### **Responsibilities**

The Communications Associate (Comms Associate) is a junior level, full-time position in the Senate Democratic Caucus.

The Comms Assoc supports the strategic execution of Caucus external messaging, earned media and rapid response. This position is responsible for supporting the Communications Director in developing media kits, training materials, interview and

forum prep/coaching, background information to reporters, and utilizing online platforms to provide communications support to the Caucus, as a whole, and individual members/candidates as appropriate to advance the overall goal of expansion.

The Comms Assoc helps to develop robust story placement strategy across media platforms.

The Comms Assoc helps to track and record Caucus and Senators' earned media placement and to push out earned media across social media platforms.

The Comms Assoc helps to develop and maintain robust relationships with external media outlets.

The Comms Assoc helps conceptualize, develop, and deploy brand graphics across digital platforms.

The Comms Assoc will work collaboratively with Caucus staff to prepare backgrounders, talking points, floor speeches, opinion editorials, and press releases/statements.

The Comms Assoc will collaborate with the Caucus Finance Director to ensure cohesive messaging in fundraising materials.

The Comms Assoc will work on special communications and policy projects as directed by the Communications Director.

The Comms Assoc will meet daily with the staff team to review strategies, objectives, and initiatives, and bills during legislative sessions and weekly during non-legislative periods.

The Comms Assoc will liaison with Legislative Assistants to facilitate information and message flow to member offices.

Other duties as assigned by the Caucus Executive Director.

## **Qualifications**

The Comms Assoc should possess:

- A Bachelor's degree or commensurate years of work experience in communications, journalism, new media, or related field
- 2 years of relevant professional work experience in political communications
- Passionate desire to impact progressive political change in Georgia and to support the work of Democratic elected officials and candidates

- Enthusiastic working knowledge of Georgia's media environment, particularly political and news media
- Evidence of experience developing political communications collateral
- Excellent written and oral communications skills, including editing and proofreading
- An ability to work in a fast-paced environment with tight timelines and an ability to prioritize multiple assignments
- Strong research skills and an ability to synthesize complex information
- Experience with and enthusiasm for online tools management, including social media platforms and databases
- Cultural competence, experience working with diverse groups, and an understanding of the impact of structural racism, sexism, and prejudice on communications work internally and externally
- An ability to work occasional weekends and evenings during peak work seasons
- Graphic design, NGP, and WordPress knowledge

Please note that this position is based in Atlanta, Georgia and requires in-person presence at the State Capitol during the Georgia General Assembly legislative session (January-April) as well as off-site campaign events and other events throughout the year.

Competitive Salary and benefits.