

COMMUNICATIONS DIRECTOR

House of Representatives, Democratic Caucus

Agency Description:

The House of Representatives is comprised of the elected Members of the House of Representatives and the staff necessary to carry out the business of a legislative branch of government. The Democratic Caucus consists of the Democratic members of the Washington State House. Each caucus has partisan staff positions that assist the members of the House. This job is primarily in Olympia during the legislative session and is a full-time position with benefits.

Job Summary:

The Communications Director is a key member of the House Democratic Caucus senior management team that includes the Chief of Staff, Legislative Operations Manager, and Policy Director. The Communications Director plays a lead role in developing and disseminating the key messages of the HDC, provides strategic communications advice to leadership and members, and supervises a staff of 9-12 communications specialists. This position reports to the Chief of Staff.

Duties:

- Working with the member-led Message Team to develop communications messaging for the HDC
- Managing, motivating, and retaining a diverse professional communications staff
- Coordinating communications for the House Democratic Caucus with Capitol press corps and state-wide print, television and radio outlets
- Overseeing all external and internal communications functions including audio and video services, Web site, press relations and print production
- Working with stakeholder groups on communicating and disseminating message
- Providing strategic advice to members about how to link communications goals with legislative goals
- Coordinating communications and messaging with Senate Democratic Caucus and Governor's office
- Work collaboratively with HDC Policy Director
- Liaison with Legislative Assistants, facilitating information and message flow to member offices
- Other duties as assigned

Successful candidates will have the ability to:

- Communicate clearly and concisely to a variety of audiences
- Work effectively with a diverse group of elected officials, staff, journalists, stakeholders and other constituents
- Demonstrate an understanding of the role of new media and be able to coordinate multi-media message delivery
- Shape diverse political views into a coherent overall message
- Demonstrate a sense of humor
- Create a positive, supportive work environment
- Make decisions in a fast-paced environment with tight deadlines

Minimum Qualifications:

- B.A. in journalism, communications, public relations or related field
- 5 years of journalism, communications, public relations experience
- Understanding of legislative process and of the nuances between broad messaging and individual member needs
- **Must have had primary responsibility** for creating and executing a media strategy or public relations plan, preferably in public policy arena
- 3 years of management experience

Application process: Interested candidates should send electronically a cover letter, resume, and writing sample to Amy.Ruble@leg.wa.gov

**The Washington State House of Representatives is an Equal Opportunity Employer
Women, people of color and persons with disabilities are strongly encouraged to apply.**