

**Position Announcement**  
**Communications Specialist**  
**Washington State House of Representatives, Democratic Caucus**  
**Salary: Based on previous job experience and qualifications**  
**Closing Date: 12/6/2013**

**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 and is a full-time position with benefits.

**JOB DESCRIPTION:**

Caucus Communications Specialists are experienced communications professionals who are responsible for disseminating legislative information to the public for House Democrats.

Duties include but are not limited to:

- Work with elected officials and staff to provide district-specific communication strategies for mass media and constituent outreach
- Write press statements, talking points, editorial pieces, newsletters, speeches etc.
- Produce audio and video clips, post to websites, and coordinate new media opportunities
- Organize media events within district and on capitol campus
- Produce town hall and end of session products, presentations for caucus and committee hearings
- Help maintain and expand the caucus webpages

Successful candidates will have the ability to:

- Communicate clearly and concisely to a variety of audiences
- Demonstrate knowledge of the legislative process
- Juggle multiple tasks and make decisions in a fast-paced, pressure-filled environment
- Maintain a sense of humor and flexibility to adapt to a wide variety of circumstances
- Work efficiently with diverse personalities in team and individual settings

**MINIMUM QUALIFICATIONS:**

- 3 years' work experience in journalism and/or communications
- Experienced in Share Point and WordPress
- Familiar with FaceBook, Twitter, and other web-based communications apps

**INTERESTED CANDIDATES** should send electronically a cover letter, résumé and a writing sample to:

Amy.Ruble@leg.wa.gov

**The Washington State House of Representatives is an Equal Opportunity Employer.**