

JOB ANNOUNCEMENT: SESSION Radio and Video Coordinator

<u>Summary:</u>	Full time, session-only position (January –March, 2016).
<u>Mission Statement:</u>	Assist members with radio clips and interviews, video tapings, preparing scripts for videos and other communications needs during the session. Although this position is a session-only position, superior performance may lead to an offer of continuing employment should a position be available.
<u>Compensation:</u>	DOQ- Benefits are not offered.
<u>Reports to:</u>	Communications Director
<u>Typical Work:</u>	Organize and schedule radio/video interviews and voice clippings with member offices and their communications staff; edit radio clips and communicate with radio stations concerning the delivery and creation of content; assist with telephone town halls during session, work with the caucus public information officers and assist their work.
<u>Qualifications</u>	
<u>Knowledge of:</u>	Proficiency with Adobe Audition software or other audio editing platforms. Some experience in the radio industry/relationships with radio stations and key radio outlets. Ability to edit and produce radio actualities.
<u>Ability to:</u>	Exercise professional judgment and discretion, maintain confidentiality; communicate effectively, both orally and in writing; work cooperatively under the direction of the Communications Director; write scripts based off provided talking points that mirror and promote caucus positions on various issues.
<u>Experience:</u>	Two years of office/administrative experience or one year of post high-school education and one year of experience. OR Some experience in the radio industry/relationships with radio stations and key radio outlets.

Majority Coalition Caucus/Republican Caucus Session Aide please submit your resume and a letter of interest via e-mail to james.martin@leg.wa.gov by **NOVEMBER 20, 2015** or you may send a copy to:

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