



Now Hiring: Communications Consultant (Temporary)

The Washington State Joint Legislative Audit and Review Committee (JLARC) is recruiting for a communications consultant to join our team.

When you work for the Legislature, your work matters

JLARC plays a unique role in state government: we answer the Legislature's questions about state government performance.

- JLARC is a 16-member bipartisan, bicameral legislative committee.
- The Legislative Auditor leads the office of about 30 nonpartisan staff. We provide critical analysis, credible information, and evidence-based recommendations to improve government.

All JLARC staff are nonpartisan and adhere to professional standards for objectivity and independence. We work for the entire Legislature and do not take positions about specific policies or issues.

What would you do as a JLARC communications consultant?

- Collaborate with the Communications Team and other JLARC staff to produce reports and digital communications.
- Copyedit and proofread audit reports for a legislative audience, with a focus on plain language, technical accuracy, agency style, grammar, and punctuation.
- Write, proofread, and/or review communications materials including fact sheets, web pages, mass email messages, newsletters, and presentations.
- Manage agency social media accounts.
- Develop charts, graphs, data visualizations, and other graphics.
- As needed, create short videos for YouTube, create web content, and support other communication activities.

Intrigued? Read our reports to see if this kind of work is right for you.

<https://leg.wa.gov/jlarc/Pages/default.aspx>

What makes a good JLARC communications consultant?

- **You're nonpartisan.** You can convey information in a balanced and objective way.
- **You like words and numbers.** You're able to understand complicated topics and explain them simply and clearly. You understand and can apply grammar, punctuation, and style conventions.
- **You like people too.** You enjoy working with multiple teams and helping them communicate their work.
- **You're flexible.** You work well both independently and as a member of a team. You know how to give and receive constructive feedback on the work.
- **You're respectful.** You embrace a workplace that is safe and supportive for all employees. You use good judgment when working on sensitive issues.
- **You keep it simple.** You're able to help others clearly communicate the results of their research.
- **You care.**

ABOUT THIS POSITION

Full-time, temporary

Dates: Approximately September 2024 through September 2025

Pay: \$6,832 to \$8,400 per month depending on experience and qualifications

Location: In-person and remote. You must work in our Olympia office at least once per week.

Benefits: Flexible work schedules and WA state employee benefits include sick leave, annual leave, paid holidays, and medical and dental insurance.

Apply by: Aug. 6, 2024 (midnight)

Required qualification

- A bachelor's degree and at least three years' experience in journalism, public relations/information, digital/social media, marketing, digital accessibility, writing/editing, or a related field. Experience may be substituted for education.
- Experience working with Microsoft Office, including Word, PowerPoint, and Excel.
- Strong writing, proofreading, and copyediting skills.
- Experience explaining and editing complex topics in plain language appropriate for the audience.
- Experience using charts, graphs, and other data visualizations.

Desired qualifications

- Experience in strategic or operational communications planning and executing on deliverables for web, mass email platforms, social media, and print.
- Understanding of basic research and analysis methods, such as those reflected in JLARC's published reports.
- Experience with planning and implementing social media, measuring impact, and recommending strategy to reach target audiences on LinkedIn, YouTube, and X.
- Interest in the legislative environment and/or experience working in a nonpartisan environment.

How to apply

Email the following materials in PDF format to careers.jlarc@leg.wa.gov with the subject line "JLARC Temporary Communications Consultant position."

1. Cover letter addressed to Marilyn Richter. The letter should explain how you meet the qualifications and how your experience aligns with the job's responsibilities.
2. Current resume.
3. Brief writing sample (no more than 2 pages) that demonstrates your ability to convey information in clear, simple language.
4. List of three professional references.

You will get a confirmation email when we receive your application. We will contact you if you are selected for an interview. We expect interviews to take place at the end of August.

Important information

- Upon hire, you must live within a commutable distance from JLARC's office in Olympia.
- JLARC is an equal opportunity employer. We are committed to providing equal employment opportunities for all persons without regard to age, sex, gender identity, marital status, sexual orientation, race, creed, color, national origin, citizenship, military status, or disability. We encourage people of all backgrounds and diverse life experiences to apply.
- Persons with disabilities needing assistance in the application process or those needing this announcement in an alternative format should call (360) 786-5188.

Note: The email address above is only for applications. If you need to contact us with questions or other matters, please send email to jlarc@leg.wa.gov or call (360) 786-5171.