

GEORGIA SENATE PRESS OFFICE

Communications Associate

Job Description



The Senate Press Office is the official press and media relations office for the Georgia Senate. The Press Office is a bi-partisan office and is responsible for writing and sending out press releases, media advisories, columns and opinion pieces for each of the 56 Senators at their request, among other responsibilities. This office does not produce campaign-related materials, write campaign speeches, or participate in other campaign-related or partisan activities beyond the scope of the day to day duties.

The Georgia State Senate Press Office is currently looking to fill one, full-time Communications Associate position. Responsibilities of the Communications Associate include:

- Manage press releases, columns, editorials, speeches, media advisories and statements from conception to publication for 13 – 15 Georgia State Senators
- Facilitate press conferences, one-on-one interviews and media availability. Serve as a liaison between the state legislature and media outlets
- Manage the process of credentialing media for the legislative session
- Execute administrative tasks such as answering and directing phone calls/general inquiries, greeting visitors, filing and organizing the billing/invoice process, ensuring leave grid completion, handling requests to book the conference room
- Completing supply orders that require approval from Fiscal
- Responsible for calling GBA/IT if there is a technical issue in the office
- Maintain Capitol Press Corps hallway logistics with Director; including keys, room rentals, complaints
- Ensure daily clippings are sent to senators and staff before 10:00 a.m. each morning
- Fill-in and assist where needed with social media and film projects
- Develop and maintain relationships with senators, local and statewide media and GA General Assembly staff
- Monitor media coverage: print, broadcast, and radio news clippings for individual senators
- Assist with creation of graphics and infographics for use on social media sites
- Assistant to the Director; help with daily tasks and special projects

Candidates must have strong written communication skills, knowledge of communication strategy and familiarity with social media plans. Preference will be given to candidates with 0-1 year of Public Relations, Communications, Political Science or Professional Writing experience. Please send resumes and three (3) writing samples to Andrew.Allison@senate.ga.gov