



GEORGIA SENATE PRESS OFFICE: Communications Aide Job Description - 2027 Legislative Session

The Georgia State Senate Press Office is currently looking for a **Communications Aide** for the 2027 Legislative Session. This **temporary, full-time, paid position** will run from the **end of December** to the **end of April**.

Responsibilities of a Senate Press Office Communications Aide include:

- Drafting press releases, speeches, scripts, columns, newsletters and additional items upon request.
- Monitoring Senate Chamber session days to record bill summaries, vote counts and additional relevant details accurately.
- Maintaining and updating media databases and Senator information.
- Assisting with press conferences as needed.
- Answering and directing phone calls (screen, take messages, transfer calls for staff).
- Identifying and brainstorming communication strategies with Senate Press Office staff.
- Staffing committee meetings when necessary for Senate Press Office staff.
- Monitoring social media and news as it relates to the Georgia Senate.
- Providing research support on a wide range of issues as needed.
- Assisting with the creation of graphics for the official accounts of the Georgia Senate.

Candidates must have strong interpersonal and written communication skills, knowledge of communication strategy, AP Style and familiarity with social media management and the Georgia legislative process. Preference will be given to candidates pursuing a degree or having graduated with a degree in Public Relations, Communications, Political Science, Journalism or a related field. **Please send your resume and two (2) writing samples to senatepressadmin@legis.ga.gov.**

The Senate Press Office is the official press and media relations office for the Georgia State Senate. This office does not produce campaign-related materials, write campaign speeches, or participate in other campaign-related or partisan activities beyond the scope of its daily duties.

CONTACT:

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