

# GEORGIA STATE SENATE PRESS OFFICE

## Communications Specialist 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 as well as setting up press conferences. 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 Specialist position. Responsibilities of the Communication Specialist include:

- Manage press releases, columns, editorials, speeches, media advisories and statements from conception to publication for 10 – 12 Georgia State Senators
- Facilitate press conferences, one-on-one interviews and media availability
- Press conference coordination - prepare audio equipment, seating arrangements, podium, microphone positioning and media outreach
- Create and execute communication plans for specific policy issues
- Credentialing around 400 media members, starting around November and going through the end of session
- Implement strategic media plans and brief senators prior to interviews and events
- Develop and maintain relationships with senators, media professionals and GA General Assembly staff
- Serve as a liaison between the state legislature and media outlets
- Edit drafts of interns and colleagues
- Monitor print, broadcast, and radio news clippings for individual senators
- Assist with daily press clippings
- Facilitate media requests in a timely manner
- Upload committee audio throughout session
- Reach out to local media outlets to pitch Op-Ed's and highly-targeted communications
- Develop relationships with statewide and local media
- Prep senators for interviews by providing talking points, appropriate research and media guidance

Candidates must have strong written communication skills, knowledge of communication strategy and familiarity with social media plans. Preference will be given to candidates with 1-2 years of PR, Communications, Political Science or Professional Writing experience. Please send resumes and three (3) writing samples to [brittany.wagner@senate.ga.gov](mailto:brittany.wagner@senate.ga.gov) by **Friday, September 16, 2016**.

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