

Office of State Senator Jason M. Lewis
Job Posting: **Communications Director**

Position Title: Communications Director
Time: 37.5 Hours Per Week
Position based in: Boston, MA
Reports to: Chief of Staff

Primary duties:

- Serves as central point of contact for all news media.
- Drafts remarks, talking points, press releases and statements, op-ed columns, and other written pieces for the Senator.
- Prepares semi-annual communications calendars and develops the communications strategy for the office and for individual initiatives and legislative efforts.
- Manages the Senator's legislative website and social media accounts.
- Develops visual graphics, video clips and other multimedia assets for use on social media and elsewhere.
- Monitors news media and social media activity in order to update the Senator on relevant national, state and local news.
- Coordinates the Senator's appearances on local cable access stations across the district.
- Drafts, manages and distributes the office's monthly email newsletter.
- Coordinates and promotes the office's Community Conversations series of issue forums.
- Staffs the Senator at meetings and events and represents the Senator at meetings and events, both in the State House and in the district.
- Advises the Senator on policy and public relations matters.
- Manages a discrete policy portfolio based on the Senator's policy priorities, the needs of the office and personal interests.

Job Qualifications:

The ideal candidate will have 3-5 years experience in positions related to governmental, political, or non-profit communications, with outstanding oral and written communication skills. Experience in the Massachusetts legislature and/or knowledge of the legislative process is a plus. The ideal candidate will also have experience with website content management systems and a familiarity with a variety of social media tools. Experience with graphic design and video editing software is a plus. The position requires someone able to juggle multiple tasks in a fast-paced environment, and work collaboratively as part of a team while also showing initiative and creativity.

The office of Senator Lewis values diversity and strives to create a welcome and inclusive workplace. The office is an Equal Opportunity Employer.

To apply: Please email a resume, cover letter, and two writing samples to hire.masenate@gmail.com