

**Connecticut General Assembly**  
**JOB OPPORTUNITY**  
**Press Aide - House Democrats**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public

**Location:** Hartford

**Hours:** Regular, Full-time

**Salary:** \$54,000

**Closing Date:** March 17th, 2023 5pm

### **General Knowledge**

The Connecticut General Assembly House Democratic Office seeks an entry-level Press Aide for an exciting opportunity in a dynamic environment.

Primary responsibilities include: develops relationships with legislators and members of the media, writes news releases, develops and manages social media content, develops communications strategies, responds to questions from the media and the public, and coordinates the distribution of information.

The successful candidate will develop comprehensive press and social media strategies for legislators; manage Facebook, Twitter, and other social media; maintain legislators' official website, including writing content, maintaining a robust and relevant home page, creating landing pages, write effective blast emails, and maintains email list; provide talking points and writes speeches on major issues; and works with Constituent Services, Outreach and Digital Communications departments to craft mail and newsletters;

### **General Skills & Abilities**

Requires a bachelor's degree, or at least 3 years of experience in a related field or any equivalent combination of education and experience; attention to detail, good organizational skills, plus a working knowledge of legislative policies and procedures; Excellent written and oral communications skills; Experience with various social media and/or content management platforms; Ability to operate independently and exercise judgment as well as the ability to work effectively as a team member.

## **Application Instructions**

Please send a resume, cover letter and examples of writing to [HDOPressAideSearch@cga.ct.gov](mailto:HDOPressAideSearch@cga.ct.gov) by 5:00 pm, Friday, March 17, 2023.

## **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.