

**Connecticut General Assembly**  
**JOB OPPORTUNITY**  
**Press Aide – House Democratic Office**

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

**Open To:** The Public  
**Location:** Hartford  
**Hours:** Full-Time  
**Closing Date:** November 4, 2022, by 5:00pm

**Summary of Class:**

Entry level position in Communications Department. 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.

**Examples of Duties:**

Prepares and distributes news releases, columns (OP-ED), and letters to the editor; Arranges for press conferences; Manages Facebook, Twitter, and other social media pages for legislators; Maintains legislators' official website, including writing content, maintaining a robust and relevant home page, creating landing pages, keeping page fresh and interesting, etc.; Writes effective blast emails, and maintains email list; Upon request, provides talking points and writes speeches on major issues; Works with Constituent Services, Outreach and Digital Communications departments to craft mail and newsletters; Attends interviews and other media events to gain knowledge of issues; Develops working relationships with reporters through press room visits and contact with local reporters, assisting them with background information, and making contact with appropriate legislators; Maintains news clip files on major issues and for individual legislators; Arranges for appropriate interviews for legislators; Develops comprehensive press and social media strategies for legislators; Maintains and updates statewide and local media outlet lists; Works on other projects as assigned by, and at the discretion of, the Communications Department management.

**Minimum Qualifications:**

Requires a bachelor's degree, or at least 3 years of experience in a related field or any equivalent combination of education and experience. Requires attention to detail, good organizational skills, plus a working knowledge of legislative policies and procedures. Requires 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 by 5:00 pm November 4, 2022 to [HDOPressAideSearch@cga.ct.gov](mailto:HDOPressAideSearch@cga.ct.gov).

**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.