

Job Title: Communications Analyst

Department: Communications

Reports to: Deputy Chief of Staff - Communications

Effective Date: N/A

Job Summary:

The Illinois House of Representatives Office of the Minority Leader is looking to add a new face to its communications team. The ideal Communications Analyst candidate will have a college degree in a communications-related field and have an interest in government and public policy or experience on political campaigns. The role requires working directly with staff and members of the Office of the Minority Leader to create content, press releases, social posts, media materials and more to enhance the caucus messaging platform.

Responsibilities/Duties:

- Monitor and track legislative activities, bills, and policy developments at the local, state, or federal level that are relevant to the organization or members you represent.
- Conduct in-depth analysis of proposed legislation to assess its potential impact on the organization or members and provide strategic recommendations.
- Develop and implement communication strategies to effectively communicate the organization's legislative priorities and advocate for specific policies.
- Create clear and compelling messages, talking points, and communication materials that align with legislative goals and resonate with target audiences.
- Cultivate and maintain relationships with media contacts and journalists to promote positive coverage of legislative initiatives and respond to media inquiries.
- Collaborate with government officials, legislators, and key stakeholders to build relationships, gather information, and advance legislative objectives.
- Assist in the planning and execution of public affairs campaigns to raise awareness, mobilize support, and engage the public in legislative matters.
- Utilize digital channels, social media platforms, and other online tools to disseminate information and advocate for legislative priorities.
- Prepare briefings and background materials for legislators, executives, and other stakeholders to keep them informed on legislative issues.
- Track and report on legislative developments and communication efforts to internal stakeholders.
- Provide communication support for legislative hearings, events, and public forums.
- Conduct research on legislative topics, public opinion, and relevant data to inform communication strategies and advocacy efforts.
- Be prepared to handle communication during crisis situations related to legislative matters.

Qualifications:

- Bachelor's degree in Communications, Political Science, Public Relations, Journalism, or a related field is preferred but is not required.
- Previous experience in legislative communications, public affairs, or a related field is preferred.
- Strong understanding of the legislative process and political landscape.
- Excellent written and verbal communication skills.
- Ability to translate complex legislative issues into clear and concise messages.
- Familiarity with media relations and experience working with journalists.
- Proficiency in digital communication and social media platforms.
- Analytical and research skills to assess the impact of proposed legislation.
- Ability to work independently and collaboratively in a fast-paced environment.
- Attention to detail and the ability to meet deadlines.
- Diplomatic and professional demeanor, with the ability to build relationships with diverse stakeholders.