

COMMUNICATION STRATEGIST

POSITION TITLE: Communication Strategist

JOB TYPE: Full-time (35 hours per week)

DIVISION: Communications and Public Affairs, Illinois Senate Republican Caucus Staff

LOCATION: Springfield, IL

POSITION SUMMARY:

The Communication Strategist position for the Senate Republican Caucus is a full-time position in Springfield, IL and works under the direction of the Director of Communications and Public Affairs. The Communication Strategist is responsible for developing, implementing, and managing public and media relations for several Illinois Republican Senators, which involves seeking and responding to media opportunities, assisting with outreach event planning, and developing and guiding communication plans by utilizing traditional media outreach as well as social media platforms, mailings, presentations, newsletters, and web-based communication.

DUTIES AND RESPONSIBILITIES:

- Write press releases, letters to the editor, and editorials to submit to media outlets.
- Schedule and organize press conferences, editorial board visits, and media tours.
- Pitch stories to media, coordinate media interviews, and field media inquiries.
- Write remarks, speeches, and talking points on topical legislative issues to prepare senators for speaking engagements and media interviews.
- Create content and PowerPoint presentations for informational public forums and town halls.
- Assist legislative offices in crafting letters to respond to constituent inquiries.
- Design, create, and distribute legislative content in a weekly email newsletter.
- Write, design, and distribute annual print newsletters for mailing.
- Maintain senators' legislative website and social media accounts, including posting written content, videos, podcasts, graphics, and photos.
- Promote and assist with the organization of public outreach events.
- Other duties as assigned.

EXPERIENCE, QUALITIES AND SKILLS:

- Bachelor's Degree.
- 2+ years professional experience in the communication/public affairs field
- Consistent attention to detail.
- Excellent oral and writing communication skills.
- Proficient in Microsoft Office Suite programs.



TO APPLY:

Please submit a professional resume and writing samples to Ellie Leonard, Director of Communication and Public Affairs, at ELeonard@sgop.ilga.gov.

