

Communications Director /Legislative Senior Aide I - Grade 18

Full Time Salary Range: \$48,566-\$80,086

This is a non-merit term position scheduled to expire on December 6, 2021. Continued employment is contingent on renewal of the term.

The Office of the County Council is seeking to fill a full-time non-merit term Legislative Senior Aide I position. This is a position working as a Communications Director to support a Montgomery County Councilmember.

Duties:

- Developing and executing a holistic multi-modal communications strategy
- Proactively engaging in media outreach to help advance a legislative platform
- Working with the County Council's Legislative Information Office to manage the development of press releases, speeches and op-eds;
- Developing and seeking out content for the regular digital newsletter, and social media
- Preparing and staffing the Councilmember for press events, media interviews and field events; and

Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply.

Minimum Qualifications

Experience: One (1) year of progressively responsible experience in communications.

Education: Graduation from an accredited college or university with a bachelor's degree.

Equivalency: An equivalent combination of education and experience may be substituted.

Medical: Selected candidate will be required to successfully complete a Medical History Review prior to appointment.

Resume must include information specific to the preferred criteria listed below.

Preferred Criteria

1. Strong written and oral communication skills, highly organized, attentive to detail, and capable of thriving in a fast-paced and rapidly changing environment.
2. Experience executing a digital media program
3. Ability to think strategically and creatively;
4. Have relationships with reporters, editors, producers, bookers and /or social media influencers; and
5. Experience working with a digital communications platform such as GovDelivery, and social media platforms including Facebook, Twitter and Instagram, as well as a CMS
6. Experience brainstorming story ideas, developing and pitching ideas to members of the media;

7. Experience in conducting issues research and expressing ideas, conclusions and recommendations effectively, clearly and concisely, both verbally and in writing;
8. Experience in setting priorities and organizing work assignments within deadlines;
9. Experience organizing media events including in-person and online news conferences, press calls, tours and similar events.
10. Experience in working effectively with constituents, community groups, and elected and appointed officials.
11. Willingness to work irregular hours including nights and weekends. Willingness to respond quickly to breaking news and news opportunities and requests from managers.

If selected for consideration for this position, you will be required to complete a writing assignment and submit writing samples.

Qualified candidates should submit their applications (resume, cover letter, references, and a one-page writing sample) to cecily.thorne@montgomerycountymd.gov with "Communications Director" in the subject line. This will be open until fill. No phone calls, faxes, emails, or walk-ins, please.

Equal Opportunity Employer/Minorities/Female/Disabled/Veteran/LGBTQ (EOE/M/F/D/V/LGBTQ)