

TITLE: Deputy Press Secretary

STATUS: Non-exempt

REPORTS TO: Communications Director and State Director

DUTY STATION: Anchorage, Alaska

PRIMARY DUTIES: Provides support to the Communications Director and Press Department in the following areas.

- Assists the Press Department in all media activities for the Senator and the office;
- Works to ensure that the objectives and achievements of the Senator are communicated efficiently and effectively to staff, media, and the public.
- Reports directly to Senator Murkowski's Communications Director, but also takes direction from the Alaska State Director.

KEY RESPONSIBILITIES:

- Works closely with the Communications Director and Press Secretary to manage the press department, to implement media strategy for the Senator to ensure priorities and achievements are effectively communicated to constituents and press, including utilizing print, digital, and social media.
- Drafts, edits, or reviews press releases for distribution to media and stakeholders and conducts appropriate follow up with Alaska press.
- Writes and edits speeches, talking points, video scripts, opinion-editorials, event letters and newsletters.
- Assists the press department with maintaining the Senator's Facebook, Twitter, Instagram, and other online media accounts, including monitoring social media for trending topics.
- Accompanies the Senator to meetings and events in Alaska, capturing message and digital content such as photos and video. Keeps Communications Director, Press Secretary, and appropriate staff informed of the Senator's comments.
- Arranges logistics for press conferences and other media events in Alaska.
- Maintains and updates Alaska press distribution lists.
- Evaluates current events and media reports in Alaska to assess their impact on the Senator.
- Remains abreast of current legislative and non-legislative issues which the Senator may be questioned.
- Assists the State Director and State Scheduler with outreach opportunities to the State Schedule.
- Performs other miscellaneous office duties as assigned.

SKILLS REQUIRED:

- Communications degree or at least four years of professional experience in communications.
- Outstanding writing and communication, including public speaking skills.
- Must be able to work in a fast-paced environment and meet deadlines.
- Familiarity with Alaska media and press outlets.
- Exhibit diplomatic, tactful, professional and respectful behavior.
- Ability to have a strong relationship with the community.
- Respond to emails, messages and correspondence in a timely manner for the best constituent service.
- Ability to interact positively with people who have different values, culture and socio-economic backgrounds.
- Attention to detail and follow-up.
- Maintain confidentiality of information.
- Ability to use proper software, databases, and social media platforms and technology.