

Office of U.S. Senator Lisa Murkowski

Press Secretary

Job Description

Seeking a talented, experienced, and highly motivated communicator with strong writing skills and the ability to establish a strong rapport with the press. The individual selected for this position will be responsible for ensuring that the objectives and achievements of the Senator are communicated efficiently and effectively to the media and public. The individual needs to simplify complex issues to convey the Senator's objectives and achievements utilizing print, digital, and social media. This position is based in Washington, D.C. and will work closely with the Communications Director and Digital Media Specialist.

Key Responsibilities

Press Clips: Compiles local and national news articles daily for the Senator and staff to read. Maintains a record of all media stories mentioning the Senator.

Media Inquiries: Fields and responds to media inquiries, crafts responses, serves as an on-the-record spokesperson, and works with the Communications Director to make decisions about granting interviews.

Writing/ Copyediting: Drafts, edits, or reviews press releases for distribution to local and national media and stakeholders. Writes and edits speeches, talking points, video scripts, opinion-editorials, and newsletters. Ensures external communications are well written, professional, and consistent with the Senator's message.

Social Media: Manages the planning, creation, and posting of social media content. Assists with maintaining the Senator's Facebook, Twitter, Instagram, and other online media accounts, including monitoring social media for trending topics.

Video Messages: Coordinates weekly video messages that the Senator records for events she is unable to attend. This involves keeping track of when messages must be recorded, working with legislative staff to draft scripts, and overseeing the recording process with the Senator.

Additional Duties: Maintains and updates press distribution list. Works closely with Communications Director to determine the best way to communicate the Senator's work (sponsored/introduced legislation, committee hearings, constituent meetings, floor activity), and assists with other duties as assigned.

Requirements

- Communications degree or at least two years of professional experience in communications.
- Outstanding writing and communication skills.
- Must be able to work in a fast-paced environment and meet deadlines.

Familiarity with and connections to Alaska are strongly preferred. To apply, please send your resume and a cover letter to Angelina Burney at Angelina_burney@murkowski.senate.gov. Applications must be submitted by April 30, 2017.