ARIZONA STATE SENATE

POSISTION ANNOUNCEMENT: Assistant Policy Advisor and Communications Coordinator

JOB DESCRIPTION: Researches and analyzes legislation, offers policy advice, and aids the communications department.

DUTIES:

- Staff legislative committees for the Democratic Caucus.
- Brief Senate Democratic members on legislation, amendments and other items.
- Draft bills and amendments.
- Present oral and written summaries of legislation.
- Respond to constituent and stakeholder inquiries.
- Assist with outreach and media relations efforts as needed by the Communication Director
- Work with Communication Director to develop and implement weekly and long-term strategic communications plans, strategic messaging around specific legislation, and our digital strategy
- Manage and grow traffic on social media channels.
- Create digital content on key issues and legislation.
- Monitor legislative committees for messaging and earned media opportunities.
- Draft or edit op-eds, talking points, press releases, and media advisories.
- Perform other duties as assigned or required.

REQUIREMENTS:

- Bachelor's degree
- Knowledge of and experience with legislative processes and government institutions.
- Strong analytical, research, writing, and oral presentation skills.
- Knowledge of policy issues currently being considered by the Arizona Legislature.
- Professionalism, confidentiality, integrity.
- Ability to succeed in a busy and demanding work environment, juggling multiple projects and deadlines independently.
- Ability to maintain a professional demeanor in establishing and maintaining cooperative working relationships with Senators, staff, government agencies, stakeholders and the general public.

COMPENSATION: Negotiable depending on qualifications and experience. Benefits package includes health, dental, vision and retirement.

APPLICATION: Submit resume and three references to Paulino Valerio at pvalerio@azleg.gov by Monday, January 12.