**Communications Specialist**

Florida House of Representatives - Office of Public Information

Tallahassee, Florida

Date Posted October 20, 2021

Industry Government

Specialty Not Specified

Job Status Full-time

Salary Commensurate with experience. The Legislature offers a competitive benefits package.

Website http://www.leg.state.fl.us

Description:

General Summary:

This is work specializing in public relations writing, which includes crafting articulate media statements, compelling speeches, talking points, graphics and social media content in a fast-paced and high-pressure environment. It also includes additional media relations tasks, such as pitching, booking and assisting with press events. The candidate must be an independent, industrious and organized worker who can juggle multiple assignments simultaneously, collaborate with others and accept edits. This position requires some weekend work and unpredictable hours during the Legislative Session.

Examples of Work Performed:

Drafts and edits speeches, talking points, video scripts and press conference materials.

Writes, edits and coordinates the distribution of accurate press releases, media statements, copy for graphics and fact sheets on tight deadlines.

Assists with pitching and booking members on television and radio programs and preparing related interview materials.

Clips and maintains organized records of all media outcomes.

Updates websites with communications resources and materials.

Crafts social media plans, posts and collects analytics.

Skills:

Exceptional attention to detail and commitment to accuracy.

Familiarity with AP Style.

Organized and capable of juggling multiple projects at the same time.

Strong situational awareness of Florida legislative, social and political landscapes to anticipate needs and opportunities.

Familiarity with Capitol and local press corps members and ability to identify opportunities for story pitches.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain positive working relationships with others.

Minimum Qualifications:

Four years of professional experience in news reporting, research, public relations, public information, advertising, marketing, journalism, or mass communications, or a related field.

Base Salary:

Commensurate with experience. The Legislature offers a competitive benefits package.

Qualified applicants should send a completed legislative application and resume to:

Jenna Sarkissian

Florida House Speaker's Office

jenna.sarkissian@myfloridahouse.gov

The Florida Legislative Employment Application is available on the Legislative website at http://www.leg.state.fl.us.