



CLOSING DATE: DECEMBER 21, 2018

Missouri House of Representatives  
**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

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**TITLE:** Director of Communications - Democratic Caucus

**LOCATION:** Missouri House of Representatives  
State Capitol Building  
Jefferson City, MO

**STARTING SALARY:** Starting salary commensurate with applicable education and experience.

**DESCRIPTION:** The Missouri House of Representatives has an immediate opening for a Director of Communications - Democratic Caucus. This is a full-time, salaried position and is eligible for full state benefits. The position is located at the state Capitol building in Jefferson City, Missouri.

**RESPONSIBILITIES:** The duties of this position include working directly with the Democratic lawmakers, creating news releases, directing social media content, and assisting in the media plan with local and national media. The selected candidate must be available to work extremely long hours during the legislative session from January through May.

**QUALIFICATIONS:** Applicants should have a thorough working knowledge of and experience with the legislative and political process, strong written and verbal communication skills, and the ability to ascertain and meet deadlines under pressure. Applicants should also have research experience and be able to exercise discretion and confidentiality. The position requires a bachelor's degree in a related field from an accredited four-year college or university, strong social media skills and experience in effective messaging through Twitter, Facebook and other platforms. Professional work experience in journalism is preferred.

**APPLICATION PROCESS:** Please send resume/application and letter of interest **no later than Friday, December 21, 2018** to the MO House of Representatives, Administration Division, State Capitol Building, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Director of Communications – Democratic Caucus. Documents may also be submitted electronically to [househr@house.mo.gov](mailto:househr@house.mo.gov). Additional information and the House Application for Employment may be found on the House website at [www.house.mo.gov](http://www.house.mo.gov) or by contacting the House Administration Division at 573.522.6855.

**EQUAL OPPORTUNITY STATEMENT:** The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.