

CLOSING DATE: October 25, 2019;
or until position is filled.



Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Director of Communications - Democratic Caucus

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

STARTING SALARY: Expected salary range of \$50,000 to \$55,000, 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: Primary responsibilities include directing social media content on behalf of the House Democratic Caucus using a variety of platforms and managing content on the Caucus website. Duties also include creating news releases, talking points, speeches and other written materials as requested by Democratic lawmakers. 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 Missouri legislative process, strong written and verbal communication skills, and the ability to meet tight deadlines under pressure. Strong social media skills and experience in effective messaging through Twitter, Facebook and other platforms is essential. Applicants also must 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. Professional work experience in journalism is a plus.

APPLICATION PROCESS: Please send resume/application and letter of interest **no later than Friday, Oct. 25, 2019** 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. Additional information and the House Application for Employment may be found on the House website at 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.