GEORGIA SENATE PRESS OFFICE

Communications Aide Job Description

2023 Legislative Session

The Georgia State Senate Press Office is currently looking to fill two (2) Communications Aide positions for the 2023 Legislative Session of the Georgia General Assembly. This is a **temporary, full-time paid position** that will run from January to the beginning of April. Responsibilities of the Senate Press Office Aides include:

- Compiling daily news clips
- Drafting press releases, speeches, scripts and Op-Eds
- Monitoring Senate Chamber session days to accurately record bill summaries and vote counts
- Writing and editing This Week in the Senate, a weekly review document for Senators and legislative staff
- Maintaining and updating media lists and Senator bios
- Assisting with press conferences as needed
- Answering and directing phone calls (screen, take messages, transfer calls for staff)
- Identifying and brainstorming communications strategies with SPO staff
- Attending committee meetings when necessary for SPO staff
- Assisting with drafting social median posts
- Monitoring social media and news as it relates to the Georgia Senate
- Providing research support on a wide range of issues as needed

Candidates must have strong written communication skills, knowledge of communication strategy, AP Style and familiarity with social media plans. Preference will be given to candidates who have graduated with or are pursuing a degree in Public Relations, Communications, Political Science or a related field. Please send your resume and three (3) writing samples to Andrew Allison at andrew.allison@senate.ga.gov.

The Senate Press Office is the official press and media relations office for the Georgia State Senate. This office does not produce campaign-related materials, write campaign speeches or participate in other campaign-related or partisan activities beyond the scope of the day to day duties.

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