



## MASSACHUSETTS STATE SENATE | COMMUNICATIONS DIRECTOR

### SUMMARY:

Recently re-elected to her third term in the Massachusetts State Senate, Senator Becca Rausch (D-Needham) is a **proven champion of intersectional equity, strengthening our democracy, and stellar service to her constituents**. The Communications Director plays an integral role on the Senator's team, with particular emphasis on advancing the Senator's policy priorities and district-related successes. The Director is responsible for all strategic public communications operations, including press releases, social media, website content, public remarks, and the Senator's monthly newsletter.

### ESSENTIAL JOB FUNCTIONS:

- Creates and implements a media strategy for the office;
- Offers recommendations for strategic communications opportunities;
- Maintains and updates the Senator's website on a regular basis;
- Drafts press releases, remarks, quotes, and statements regarding the Senator's legislative, budget, and local priorities;
- Manages the Senator's monthly newsletter, including content creation;
- Monitors local, state, and national media outlets;
- Manages social media operations on Facebook, Twitter, and Instagram;
- Creates digital content, including but not limited to graphics and text for social media, the Senator's website, and the Senator's monthly newsletter;
- Maintains accurate media contact lists and acts as liaison to the press on behalf of the Senator;
- Assists Legislative Aide and Director of Internal-External Relations in responding to constituent emails;
- Screens incoming media requests and makes recommendations to the Chief of Staff and the Senator;
- Organizes and promotes events both at the State House and in the district;
- Maintains a good working relationship with the Senator, staff, constituents, and State House colleagues;
- Meets deadlines as set by the Senator, Chief of Staff, and legislative calendar; and
- Performs other duties as assigned.

### MINIMUM QUALIFICATIONS:

- Bachelor's degree and at least one-year relevant experience;
- Basic understanding of state government operations and the legislative process;

- Demonstrated experience and competence working with social media platforms and computerized office applications;
- Basic understanding of print, broadcast, and online media;
- Excellent oral and written communication skills;
- Temperament to communicate with a variety of personalities in a tactful, positive, and professional manner;
- Ability to think critically and work both independently and as part of a team;
- Ability to produce quality work under pressure and in a fast-paced environment; and
- Ability to maintain a flexible schedule including working extended hours, possibly on nights and weekends.

**PREFERRED QUALIFICATIONS:**

- Strong academic credentials in communications, public relations, political science, or related field, plus a minimum of two (2) years of related work experience in external communications;
- Comprehensive understanding of local, state, and federal political processes;
- Experience providing guidance, supervision, and mentorship to staff and interns;
- Strong project management skills;
- Experience working with the press;
- Proficiency with social media platforms and strategy;
- Strong experience with digital design and communications tools, especially Canva, Wix, and Mailchimp;
- Experience with communications strategy and implementation;
- Working knowledge of Spanish and/or Portuguese;
- Connection to the Senator's district;
- Experience conveying progressive values and ideas to an ideologically diverse audience; and
- Ability to work independently and as part of the team.

**SALARY AND BENEFITS:**

The salary range for this position is \$50,138 to \$65,165; salary will be commensurate with experience. Benefits include generous health, dental, and vision benefits, paid sick and family leave, 10 days paid vacation, federal and state holidays, and paid sick days. The accepted candidate will be responsible for providing health insurance for themselves for up to the first 60 days of their employment.

To apply for this position, please email your resume and a cover letter to Madelein McCormick, Chief of Staff, at [Madelein.McCormick@masenate.gov](mailto:Madelein.McCormick@masenate.gov) with "Communications Director Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

***Equal opportunity employer. Candidates of diverse backgrounds are strongly encouraged to apply.***