

OKLAHOMA STATE SENATE

Vacancy Announcement

Republican Communications Specialist

Job Description

Seeking an experienced and motivated communications professional with strong writing skills, social media expertise, and the ability to establish a working rapport with the press. The Republican Communications Specialist oversees and directs communications for assigned Republican Senators, as well as assists in coordinating communications strategy for the Senate Republican Caucus.

Interested candidates may email a resume to hrrsenate@oksenate.gov or mail or deliver to:
Oklahoma State Senate, HR/Personnel Services
2300 North Lincoln Blvd, Room 309.1C
Oklahoma City, OK 73105-4808.

Roles and responsibilities

- Ensure the objectives and achievements of assigned Republican Senate members and Senate Republican Caucus are effectively communicated
- Simplify complex issues to clearly convey the objectives of assigned Republican Senate members and Senate Republican Caucus
- Answer inquiries from the media and public
- Develop and distribute press releases
- Plan and execute press conferences and related media events
- Research, write and edit speeches and other materials
- Maintain and update webpages as needed, as well as Senate social media accounts
- Create informational and educational graphics about legislation and legislative issues for use on social media
- Be knowledgeable about current events, locally and nationally, especially as they pertain to the legislative process and issues having a direct impact on the state of Oklahoma
- Perform other related Senate work as required and assigned

Experience, knowledge and skills we are seeking

- Experience in communications and press relations
- A team player who is not afraid of hard work and fast-paced environment
- The ability to research, write, edit and proofread materials quickly and efficiently
- Strong communications, computer, and writing skills with proficiency in AP style
- A willingness to learn new skills and find ways to continually improve
- The ability to multitask, and perform under pressure
- A college degree, preferably in a field related to communications and/or government

Salary

Commensurate with education and relative work experience, skills and knowledge, including an excellent state employee benefit package.

Open: 2/7/2024
Close: Until filled