

**Spokesperson
Office of the Speaker
Illinois House of Representatives**

The position of Press Secretary within the Office of the Speaker is a senior level staff position, full-time and salaried. Ideal candidates will have experience in media relations, communications strategy, and developing a clear message around an issue. The successful candidate will demonstrate the ability to (i) collaborate with caucus leadership and other senior staff on the public face of the Speaker and the Office, (ii) develop an overall strategy for the relationship between the media and the Office, and (iii) thrive in a professional, fast-paced work environment.

Responsibilities:

- Develop external communications in partnership with the internal Speaker's Staff leadership team, the Speaker, any designated advisers for members of the media and the general public
- Meet regularly with Speaker and senior staff to gain insight on the day-to-day operations of the House, develop an understanding of the pertinent issues and assist with planning on communicating that to media and the public
- Respond to media inquiries received by the Speaker and the staff
- Assist with the preparation of external communications material for the Speaker and other designees concerning information the Speaker wishes to highlight, on behalf of both himself and the Office of the Speaker and the Illinois House
- Develop and manage a communications plan and calendar in partnership with policy experts and other team members to highlight programming, services, and announcements
- Develop and execute best practices for consistent, optimized regional/local communications
- Prepare the Speaker for media interviews and speaking engagements

Qualifications:

- At least 5 years of experience in communications and media relations
- Strong written skills, including drafting press releases, statements, and digital content
- Excellent verbal communication skills, with the ability to think and communicate clearly, formulate a clear point of view on complicated issues, and create a concise and well-written narrative
- Strong understanding of Illinois media, the legislative process, and the political landscape
- Proven ability to work well within a team and elevate potential press opportunities or challenges to leadership
- Ability to thrive in a fast-paced work environment, work well under tight deadlines, and readily adapt to changing priorities
- Demonstrated organizational skills and ability to manage multiple tasks/projects at once
- On the record experience and experience working with news media

Salary Range:

- Minimum of \$70,000; Full-time position; compensation based on experience and education
- Health, dental, vision, prescription, behavioral health, and life insurance, for details visit: <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>
- Participation in State Employees' Retirement System
- Optional participation in health savings account and deferred compensation programs
- Competitive vacation, sick, and personal time

Qualified applicants should submit cover letter, CV, and contact information for three professional references to:

Pamela Lassiter
Human Resources Director
Illinois House of Representatives
Office of the Speaker
Room 419, Stratton Building
Springfield, IL 62706
HumanResources@hds.ilga.gov

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