



WASHINGTON STATE
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Office of the Governor
Olympia, Washington

NOW HIRING

Position open until October 21, 2019

DEPUTY COMMUNICATIONS DIRECTOR

POSITION DESCRIPTION AND DUTIES

The Deputy Communications Director is the chief deputy to the Director of Communications and assists in providing leadership and direction to all agency communication offices in the Executive Branch. The Deputy Director is the primary contact for media and serves as a spokesperson for the Governor's Office. This position also works with communications office staff in developing messaging, materials and logistics for press conferences, writing press releases, coordinating media interviews and contributing to the office's social media operations. The governor's communications office is a highly collaborative team environment.

RESPONSIBILITIES

Responsibilities:

- Assist Communications Director in managing day-to-day functions and activities of the governor's communications team and providing leadership and direction to Executive & Small Cabinet agency communications offices.
- Ensure message alignment across the enterprise.
- Work to advance relationships and build credibility with the media and other offices.
- Answer and track news media inquiries, working collaboratively with policy, legal and executive staff.
- Speak on the record, field and respond to news media calls.
- Assist in setting up the governor's media availability, including notifying media and logistics.
- Pitch stories and events to reporters.
- Draft news media advisories and news releases.
- Draft news media remarks and Q & A.
- Draft and finalize, statements, quotes, media advisories, and weekly schedule.
- Help Digital Media Manager with updating website material.

- Review and finalize scripts for video greetings.
- Distribute press releases, statements, quotes, media advisories and weekly schedule.
- Work with outreach team to coordinate outreach days or events that have media components.
- Occasional travel with the governor to coordinate news media coverage.
- Organize post-event interviews (on-site and phone.)
- Establish and maintain productive relationships with media.

QUALIFICATIONS AND CORE COMPETENCIES

Qualifications:

- A background in journalism, public affairs, public policy or related field.
- Five to seven year's progressively responsible experience in communicating complex issues.
- Demonstrated excellence in writing and editing, media relations, news judgment, proof reading and presentations.
- Experience serving as an organization's spokesperson to the public, the media and constituents.
- Supervisory or leadership experience.

Preferred qualifications:

Experience working in a political environment and working with a high-level principal in a fast-paced, high-pressure environment.

Experience working with legislators, stakeholders and community partners.

Working knowledge of Washington state issues, communities and agencies and of the state legislative process.

SALARY AND BENEFITS

Annual salary range is \$80,000-\$95,000, plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life and disability insurance; retirement options; flexible work schedules; training opportunities; and leave for military service.

EXEMPT RECRUITMENT

The Office of the Governor is a non-represented agency. If you previously have applied for a position with the Governor's Office and are interested in this position, please reapply.

PROCESS

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described below.

Interested applicants should submit the following:

1. A letter of interest describing specific qualifications.
2. A current resume.
3. A list of at least three professional references with current telephone numbers.
4. Personal Data sheet:

www.ofm.wa.gov/jobs/datasheet.doc



Please send completed application packets by mail, fax or email to:

Office of the Governor

Attention: Kym Ryan

PO Box 40002

Olympia, WA 98504-0002

Email: kym.ryan@gov.wa.gov