

DIRECTOR OF COMMUNICATIONS

The National Association of Secretaries of State (NASS), the nation's oldest nonpartisan professional association for state government officials, is currently seeking a full-time **Director of Communications** for its Washington, D.C. office.

Founded in 1904, NASS provides member services and programs to assist the nation's secretaries of state in the performance of their public administration duties. Issue areas include elections and voting, digital government, state business services, record-keeping and archives. The Director of Communications works directly under the supervision of the Executive Director.

Candidates must have bachelor's degree (a Masters in Communications or Journalism a plus) and at least 8 years of professional experience in the field of communications. Candidates must have extensive experience working with media and possess strong oral and written communication skills. Familiarity with Congress and/or state government is a plus. Candidates should have experience with web design and content management. Strong editorial and proofing skills are imperative.

General Job Description Includes:

- Serve as the association's spokesperson, fielding all media inquiries. Maintain the association's media distribution list, write and distribute press releases, coordinate press briefings, draft public statements and talking points. Work closely with state member offices to coordinate media activities, including member participation in press conferences. Track mainstream and social media stories related to NASS work and NASS members.
- Develop content for social media sites (currently Facebook and Twitter) and ensure integrity and timeliness of postings.
- Develop and implement annual communications plan for association based on leadership initiatives.
- Manage/edit the design and content of all association publications, research, and reports.
- Provide assistance with speaker selection and media coordination for association meetings. Provide communications training for state members at association meetings.
- Develop content for and maintenance of two association websites in conjunction with contractors. Websites will soon be utilizing Drupal.
- Assist executive director with tracking federal, state and congressional activity related to the work of NASS members.

Association provides generous benefits and salary is commensurate with experience.

Please send **resume, salary requirements and multiple writing samples** to reynolds@ssso.org:

No calls, please. Principles only.