



## **ADLCC Press Secretary**

Reports to: Executive Director

Location: Remote/Phoenix, AZ

The Arizona Democratic Party provides the highest level of service to elect our candidates and support our campaigns, constituents, and state. The Arizona Democratic Legislative Campaign Committee is an independent arm of the Arizona Democratic Party. It is the only organization in Arizona whose sole mission is electing Democrats to the State House and State Senate. ADLCC's goal is to win and then expand, Democratic legislative majorities by recruiting great candidates, providing modern and comprehensive training and support, and strategically investing in the most competitive districts.

ADLCC's Press Secretary creates and implements a strategic communications plan that supports ADLCC's goals and drives public dissent to targeted opponents. The Press Secretary tracks Legislative Session votes, comments, and bills to be used during the election cycle.

This position will work closely with the Digital team to support earned media with paid media, and the Field team to stay up to date on the goals of the ADLCC. The Press Secretary provides training and coaching to Executive Director and ADLCC stakeholders and is expected to regularly engage with ADLCC staff and leaders in legislative districts, directly with board members, and manage relationships with vendors.

To ensure the department can meet its objectives, the Press Secretary will oversee the ADLCC internship program. This position reports directly to the Executive Director of the ADLCC.

### **Essential Job Functions:**

#### **Media**

- Build and implement a strategic communications plan
- Send out timely Press Releases that align with the legislative democratic caucus message
- Stay abreast of the Political issues in the state
- Build relationships with the press
- Speak on the record and off the record with the press

#### **Legislative Session**

- Work primarily at the legislature during the legislative session
- Track Opponents comments and votes
- Build strategic relations with partner organizations and grassroots groups through weekly meetings with the C4 table
- Use press releases to hold Republicans responsible for votes, comments to the public, etc.



- Create a weekly talking points email for LD and County leadership, candidates and staff, and partner organizations
- Work with the Digital team to supplement earned media with paid media

### **Principle Management**

- Coach Principle/s on messaging
- Prepare Principle/s before interviews and debates
- Writes memos
- Writes talking points/speeches

### **Fellowship**

- Recruit fellows to support the needs of the accountability department
- Manage the Internship Program
- Train fellows on political communication

### **Required Skills**

- Strong candidate and vendor management experience
- Working knowledge of the media in Arizona
- Ability to manage several campaigns and candidates at once
- Experience in and understanding of grassroots organizing in Arizona and groups currently conducting that work.
- Rapid response communication and creative writing skills
- Coaching and training on messaging
- Prepping candidates before interviews and debates
- Experience writing in the voice of others
- Previous on the record and off the record experience

### **Preferred Experience (not required)**

- Knowledge of the legislative process and current elected officials
- Experience working with C4 tables and managing those relationships
- Speak and write in Spanish

### **Expected Outcomes**

The Press Secretary will be essential to professionalizing the ADLCC's Legislative Accountability Program, supporting the communications needs of ADLCC, and growing the ADLCC communications capacity.

- ADLCC Press Secretary is the go-to resource for local media when reporting on legislative campaigns and issues.
- ADLCC Press Secretary attends the legislative session, tracks relevant bills and committee hearings, and works with the Digital team to run accountability ads and press releases.
- ADLCC Press Secretary works with the communication team to develop communications plans and messaging strategies and tracks Principle/s messaging to ensure they're executing the plans.



- ADLCC Press Secretary runs an annual fellowship program to educate and engage young people in the legislative space.

### **Salary and Benefits**

Salary is competitive and includes medical, vision, and dental insurance benefits at no cost to the employee.

**Physical Demands:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Work Environment:** This position typically operates in various settings where the climate may vary and noise can be moderate to heavy. Position requires the routine use of standard office equipment such as phones, computers, printers, scanners and photocopiers.

### **How to Apply**

[Apply online](#) or copy and paste the job posting link

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=4156760](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4156760) into a browser. No phone calls please!

*The ADLCC is a project of the Arizona Democratic Party, (ADP). The ADP is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff. ADP is an equal opportunity employer, and it is ADP's policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, pregnancy, national origin, religion, sexual orientation, identity, or expression, ethnic identity or physical disability, marital or military service status including membership in the National Guard, or any other legally protected status. Protected status may also include an individual's marriage to—or association with—someone with any status listed above*