



### **Elissa Slotkin for Congress Job Opening: Deputy Press Secretary**

Elissa Slotkin for Congress is searching for a dedicated, detail-oriented, and enthusiastic Deputy Press Secretary to assist with a broad portfolio of communications work for the 2022 election cycle. This position will start as soon as possible and will continue to November 15, 2022.

During the off-year, the Deputy Press Secretary will be expected to perform part-time work in the Congressional Office, in order to get a sense of team workflow and work style.

In the on-year, the position will transition fully to the campaign side. Day-to-day work can be performed remotely but as health conditions allow, the Deputy Press Secretary will be expected to assist with in-person staffing of the Congresswoman, as well as other in-person duties. The Deputy Press Secretary will be expected to relocate to the district in which Congresswoman Slotkin is seeking election, after redistricting occurs. The Deputy Press Secretary will report to the campaign's Communications Director.

#### **Responsibilities:**

- Track relevant media coverage and social media content relevant to candidate, campaign and opponents in the and in Washington to maintain situational awareness for candidate and staff.
- Assume day-to-day responsibility for certain elements of the communications operation, to include: Assist in planning and executing campaign media events; maintain campaign press lists; working with campaign leadership to create and maintain editorial calendars for online and social media; update campaign website with press releases, remarks, and multimedia coverage; staffing the Congresswoman.
- Draft press releases, briefings, remarks, prep memos, social copy and other external-facing campaign communications. Compile and disseminate daily campaign clips.
- Contact with reporters and media outlets as determined by campaign leadership, with potential to serve as on-the-record spokesperson in certain instances.

#### **Qualifications:**

- Self-starter with a robust work ethic who is willing to work occasional weekends and evenings in a fast-paced, high-pressure environment, with a high level of attention to detail.
- Strong writer who can clearly communicate complex ideas in written form.
- Confident verbal communicator who can clearly communicate up and down organizational hierarchy, and externally to reporters and other stakeholders.
- 1-2 years of past communications experience is preferred.
- Ties to Michigan **strongly** preferred but not required.

**Hours and Compensation:**

This is a full-time position and will at times require weekend and evening work, both remote and in person work, and when national health conditions allow, you may be expected to travel to support the Congresswoman’s activities.

The salary for this position will be commensurate with experience and includes a competitive benefits package.

**To apply, please send a resume, cover letter, and brief writing sample (e.g. blog post, academic paper, personal essay, etc.) to [jobs@elissaforcongress.com](mailto:jobs@elissaforcongress.com) with the subject line “Deputy Press Secretary.”**

*Elissa Slotkin for Congress is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, veterans, and members of other underrepresented communities are strongly encouraged to apply.*