



**Job Opportunity**  
**Director of Communications**  
Office of the Secretary of the State  
Hartford, Connecticut

**Summary:**

Working closely with the Deputy Secretary of the State and Press Secretary, the Communications Director works as a senior advisor, to develop and execute a cohesive communications strategy to maximize the exposure and advance the goals of the Connecticut Office of the Secretary of the State.

**Essential Job Functions:**

- Ensures external communications are well written, professional, and consistent with the Office of the Secretary of the State's message and prepared with enough time for input from the Secretary, and Deputy or Chief of Staff when necessary;
- Serves as on-the-record spokesperson;
- Identifies emerging issues relating to the Secretary or the agency and advises accordingly;
- Oversees digital, video, and social media deliverables and ensuring integration with broader communications goals;
- Facilitates FOIA requests from media contacts;
- Crafts responses to press inquiries and present to the Secretary, Deputy, and Chief of Staff to discuss;
- Works with Press Secretary on the preparation of talking points, speeches, legislative testimony, and press releases and advisories;
- Prepares the Secretary ahead of media interviews and staffs media engagements;
- Develops communications budget;
- Prepares annual dedication of Blue Book, DAS agency report and other annual reports relating to the agency as necessary;
- Remains abreast of current legislative and non-legislative issues about which the Secretary may be questioned;
- Develops and maintains strong relationships with media and pitches stories to reporters;
- Assist with other duties as necessary.

## **Reports to: Deputy Secretary of the State**

### **Ideal Candidates Should Have:**

- Exceptional judgment in managing media relationships and experience going on the record with reporters;
- Strong written and oral communication skills;
- Experience preparing and staffing a principal for media engagements;
- The ability to produce high quality work in a fast-paced environment under tight deadlines;
- Experience in exercising sound political judgment when working for a principal;
- The ability to manage and mentor communications staff;
- Critical and creative thinking skills;
- A sense of humor and ability to work well in a team;
- Experience in crisis communications a plus;
- Experience in stakeholder/community engagement a plus.

### **To Apply:**

Send a resume, cover letter and a writing sample to [exec.sots@ct.gov](mailto:exec.sots@ct.gov).

The office is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.