



OFFICE OF THE ATTORNEY GENERAL
CONNECTICUT

**State of Connecticut
Office of the Attorney General
JOB OPPORTUNITY
Executive Assistant I
*Digital Director/Deputy Director of Communications***

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE](#)

- Open To:** The Public
- Location:** Hartford, CT
- Hours:** Full-time, 40 hours per week; occasional evenings and weekends
- Salary Range:** \$50,000 - \$70,000 annually, commensurate with experience
- Closing Date:** **Search will continue until position is filled**

As the chief civil legal office for the State of CT, the Office of the Attorney General consists of approximately 300 employees, including over 200 attorneys and various support personnel. Currently, the Office is seeking a dynamic individual to fill an Executive Assistant I position to act as the Digital Director/Deputy Communications Director. Primary responsibilities include amplifying the message of the Office of the Attorney General through creative and engaging content on social media and other online platforms. This role also assists the Director of Communications in responding to daily media inquiries, coordinating media interviews, drafting press releases, and planning and executing press conferences and public outreach events.

Specific responsibilities of the position include:

- Creating original content and managing the Office of the Attorney General's Twitter and Facebook pages;
- Shooting and editing video and photos;
- Designing visually engaging and informative public education materials;
- Writing press releases and public statements for the Attorney General;
- Responding to press inquiries and coordinating media interviews;
- Coordinating and staffing press conferences and public outreach events;
- Managing web content for the Office of the Attorney General website;
- Other related duties, as required



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General Skills & Abilities:

1. **Technology Skills** – Must (a) be proficient in various social media platforms, including Facebook, Twitter, and Instagram; and (b) possess experience in the areas of photography, video editing, and graphic design.
2. **Communication skills** – Excellent oral and written communication skills are required, including excellent spelling, grammar and proofreading skills.
3. **Attention to Detail** – Must possess a fastidious attention to detail.
4. **Organizational and Time Management Skills** – Excellent organizational and time management skills are required.
5. **Interpersonal Skills** – Must work as part of a team, as well as solo, in dealing with reporters and various media outlets, ensuring accuracy of work under strict deadlines. Must be able to interact with people from all levels of State government, the media, and members of the public. Interpersonal skills such as patience, tact, and composure are required.
6. **Multi-Tasking Skills** – Proven ability to juggle multiple assignments and competing deadlines and priorities is essential.
7. **Familiarity with Legal Terminology and the Legal Process** – Knowledge of legal terminology and the legal process is a plus, though not required.

Minimum Requirements:

Bachelor's degree in a related field and at least three years' experience within the area of media relations and/or digital technology, or related field. Must have the ability to work long and often unpredictable hours, including some weekends and late nights.

Application Instructions:

Please send a cover letter and resume, along with the names/contact information of two professional references to Susan Cavanaugh, Director of HR:

Via email (preferred): susan.cavanaugh@ct.gov

or via US Mail: State of CT Office of the Attorney General
Human Resources Division
165 Capitol Avenue
Hartford, CT 06106
Attn.: Susan L. Cavanaugh, Director of HR