



Laura Gillen for Congress

Communications Assistant

Laura Gillen for Congress is hiring a Communications Assistant to join our communications team in New York's Fourth Congressional District. The Communications Assistant will be responsible for monitoring media coverage and compiling daily clips, drafting content calendars, scripting and executing video concepts, and other administrative duties as assigned. The ideal candidate will be energetic with great attention to detail and superior ability to multitask. This is a full-time, salaried, cycle based position located in Nassau County, NY.

Responsibilities include:

- Monitor local and national media coverage of the campaign; compile daily press clips
- Track clips, maintain press lists, and track media inquiries,
- Maintain content calendar for social media platforms
- Draft static and video content for social media channels in accordance with campaign activities and messaging
- Draft media advisories, press releases, fact sheets, and other materials as assigned
- Support logistics for campaign events, including preparing materials, advancing locations and capturing content

Qualified candidates will have:

- One year of experience in relevant work, including volunteer and intern work
- Strong organizational skills and an ability to manage multiple projects
- Proven interpersonal, communication, and collaboration skills with the ability to build relationships with staff at all levels
- Personal and professional commitment to cross-cultural skills
- Ability to manage up and work effectively in a fast-paced environment
- New York ties are a plus

Annual Salary: \$4,000-5,000/monthly, commensurate with experience

Application Procedure: To apply, please email your resume to the Campaign Manager, Nelisha Silva, at nelisha@lauragillen.com. Please list "Gillen Communications Assistant" in the subject line.