



OFFICE OF THE STATE AUDITOR

PRESS ASSISTANT

Posting Number 2013-41

Salary Range (Grade 11): \$48,704.00 - \$60,065.00 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

The Press Assistant within the Office of the State Auditor focuses on providing support on the day-to-day press functions of the OSA, as well as assisting in the development of communications strategy.

The Press Assistant will work with OSA staff to develop press releases around the work of the OSA, keep track of media reports, provide support in all agency events, and prep the Auditor, along with the Press Secretary prior to media interviews. S/he will also assist in identifying outreach opportunities, provide outreach support, and identify media opportunities. The Press Assistant, under the direction of the Press Secretary, will also take the lead in working on special projects, dispatching press releases, coordinating public relations, authoring talking points and speeches, and handling social media communication.

SUPERVISION RECEIVED:

Works under the direct supervision of the Press Secretary, and collaborates extensively with the Auditor, Chief of Staff, and members of the OSA Senior Staff.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Press Assistant in the Office of the State Auditor is expected to carry out the following work:

- Work with the Press Secretary to help identify key issues in the OSA and implement communications strategy.
- Assist in identifying opportunities in the media and raise awareness of agency efforts throughout Commonwealth.
- Draft press releases, media advisories, newsletters, consumer advisories, brochures and other materials as needed.
- Coordinate media events, including site location, event timeline, and other logistics.
- Assist OSA staff in developing PowerPoint presentations as needed.
- Keep informed on all press inquiries/responses from the Press Secretary to members of the media.
- Provide video and/or photo coverage of events and meetings as needed.
- Develop a social media calendar under the direction of the Press Secretary and post approved messages to social media outlets.
- Work with the Press Secretary to update the website as needed.
- Other duties, as assigned.
- Staff the Auditor at events as needed.



OFFICE OF THE STATE AUDITOR

PRESS ASSISTANT

Note: Due to the necessary duties of this position, the candidate may be required to be on call and/or work weekends and/or evenings.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- Bachelor's degree, preferably in English, Communications, Journalism, Public Relations or related field.
- At least 3 years full time or equivalent part-time experience, the major duties of which included: experience in writing and editing, media relations, event management, program administration, multimedia usage (visual, internet, audio and social media).
- Understanding of economic, public policy and political issues related to the Massachusetts innovations economy and the substantive work of the organization's divisions.
- Strong analytical, written and oral communication skills, with attention to detail.
- Ability to take initiative, work independently and manage multiple competing priorities;
- Ability to interact effectively with the public.
- Ability to communicate well to multiple and diverse audiences and work collaboratively within teams.

PREFERRED QUALIFICATIONS:

Experience and expertise in the following areas will also be important considerations:

- Understanding of and experience with the Massachusetts print and online media, including publications focused on the state's innovation economy, regional economic development, and/or state government.
- Self- motivation and ability to work independently but also an enthusiastic team player that shows leadership qualities.
- Ability to work quickly under deadline in a fast-paced environment.
- Proficiency with Microsoft Office Applications, including Word, Access and Excel.

Salary is commensurate with experience.

To apply, please submit an electronic copy of a cover letter and resume along with a copy of [OSA's Voluntary Self Identification Form](#), no later than December 6, 2013 to OSA.applications@sao.state.ma.us

The Office of the State Auditor is committed to providing equal employment opportunities. Employment actions such as recruiting, hiring, training, and promoting individuals are based upon a policy of non-discrimination. Employment decisions and actions are made without regard to race, color, gender, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, disability, military status, genetic information, political affiliation, or veteran's status.