



## **Warnock for Georgia: Press Assistant**

Warnock for Georgia is seeking a Press Assistant to become a key member of the Communications team, working with department staff to help to re-elect Senator Reverend Warnock. The Press Assistant will help to manage the Communication team's media monitoring infrastructure, draft communications materials, and much more.

The Communications team is looking for an intuitive individual with an eye for detail. Applicants should be adaptable and passionate with a knack for writing and a keen sense of Georgia's ever changing media landscape. This position takes place in a fast-paced, campaign environment that regularly requires accurate work on tight deadlines, proactive problem solving and the ability to manage competing priorities and projects.

In effort to build a well-rounded campaign with all voices represented, we encourage folks from any educational background, race, ethnicity, religion, creed, sexual orientation, gender identity, gender expression, sex, age, immigration status, citizenship status, national origin or ancestry, marital status, pregnancy, criminal record, mental or physical disability or disorder, HIV antibody status, parental or familiar status, or veteran status to apply.

### **Responsibilities:**

- Coordinate and manage media monitoring infrastructure;
- Work and communicate effectively with other members of the Communications team to achieve departmental goals;
- Draft communications materials, including event advisories, press releases, op-eds, statements and more;
- Draft internal communications materials, including talking points and memos;
- Research and track national, state and local media inquiries;
- Travel in-state to advance select campaign events, as needed.

### **Qualifications:**

- Familiarity with and experience in communications or on campaigns preferred;
- Strong writing and research skills and attention to detail;
- Familiarity with Georgia's press corps and media landscape;
- experience within Georgia politics a plus

### **Logistics**

*Location:* Atlanta, GA

*Hours:* This position's schedule will vary based on the needs of the campaign and point in the cycle, and is likely to require evening and weekend work.

Interested applicants should send their resume, 2 writing samples, and 2-3 references to

meredith@warnockforgeorgia.com with the subject line "Press Assistant". Submitting cover letters is optional, but encouraged. Applications will be accepted on a rolling basis and will be reviewed beginning August 5.