

Connecticut General Assembly
JOB OPPORTUNITY
Special Projects Coordinator (Specializing in Communications)
Connecticut Commission on Aging

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Hartford

Hours: Full-time

Salary: Starting salary \$72,896

Closing Date: October 17, 2014

General Knowledge:

Connecticut's Legislative Commission on Aging (CoA) is a nonpartisan, public policy and research office of the Connecticut General Assembly (CGA). Our mission is to improve the quality of life for older adults of today and tomorrow and to help prepare our state and municipalities for a rapidly growing aging population. Our office is located on the 5th floor of the State Capitol. We are a small, hardworking and dedicated team comprised of (what will be) 4 full-time employees. We operate with a small budget. We are among 5 other constituent legislative commissions.

The Special Projects Coordinator with a specialty in communications provides current and accurate information about complex issues facing older adults in Connecticut to a variety of target audiences (including the CGA), and helps promote the strategies, values and value of the CoA.

Assist the Executive Director in:

- Coordinating agency communications utilizing various traditional and emerging tactics and techniques.
- Providing objective information to elected officials, public and private organizations, the media and coalitions related to aging policy issues through various channels (e-news, social media, and traditional media)
- Designing layout for various reports, issue briefs, newsletters, educational materials.
- Maintaining CoA website and social media channels (Blog, Twitter, Facebook).
- Producing graphic design work (infographics, charts, posters, etc.) for print and web.
- Acting as a liaison with the media.
- As part of a small, hardworking team, providing support for all CoA activities (eg: help answer constituent calls, support fellow staff in planning conferences/forums, etc.)

Minimum Requirements:

- Bachelor's degree in a related field plus 3 years of experience in government or with a nonprofit/for profit in communications, public relations, and/or development, or an equivalent combination of education and work experience;
- Superior writing and analytical skills.
- Experience with the legislative process.
- Knowledge of aging-related, public policy issues.
- Strong technological competencies including MS office, Facebook, Twitter, Google+

- Experience with Wordpress and Joomla.
- Strong graphic design skills.
- Ability to follow direction and then work independently.
- Easily adaptable to different types of work and direction.
- Superior interpersonal skills.

Application Instructions:

Send your resume, cover letter and brief writing sample to Connecticut's Legislative Commission on Aging, 210 Capitol Avenue, Suite 509, Hartford, CT 06106 or email documents to coa@cga.ct.gov. Applications must be received by October 17, 2014.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.