**Communications Associate**

The purpose of this position is to execute certain responsibilities within the Communications Department. The position will coordinate activities, respond to requests and exchange information to achieve organizational objectives. This position will also directly serve the association’s legislative, federal relations and research functions during key times of the year.

**Essential Responsibilities:**

Oversee the creation and distribution of communication pieces such as the Legislative Policies, Gold Dome Updates, Session Notes, legislative alerts and position papers.

Assists association’s advocacy efforts with daily social media posts and engagement during the legislative session.

Understands and can simplify complex policy and legislative issues into prepared speeches, op-eds, talking points, contributions to magazine articles and other communications.

Works closely with the Governmental Relations Team and Government Outreach Specialist to effectively facilitate legislative communications to members and the public.

Provides copywriting, editing and content management services for all GMA audiences

Assists with content development and management associated with GMA electronic communications, including websites, e-newsletters and presentation software.

Utilizes journalism and reporting skills to create stories for GMA’s magazine and website.

Serves as photographer for association meetings.

Develops and executes social media strategies.

Coordinates and reports on social listening, measurement and analytics (Hootsuite, Google Analytics and others).

**Qualifications:**

Bachelor's degree in journalism, communications, public relations or in a related field. Three years of experience involving the preceding areas; or any equivalent combination of education, training and experience which provide the requisite knowledge, skills, and abilities for this job.

If interested, email [MBaggett@gacities.com](mailto:MBaggett@gacities.com)