

Position: **Senior Associate**

Position -

[CGCN Group](#) is looking for candidates to join our strategic communications practice. We are seeking qualified, hard-working candidates for a Senior Associate position, exact title will depend on experience.

The position would be a valuable member of our client services team and support partners on account. Daily tasks may include – executing day-to-day activities of client accounts and projects; drafting press releases, advisories, analysis-based memos, op-eds, blog posts, talking points, social media content and other written materials; building and/or managing press lists, conducting online research; compiling and/or monitoring daily clips; assisting senior staff with executing nation and state-wide public affairs campaigns; creating presentations; and other tasks as needed.

Qualifications -

Ideal applicant is detail-oriented, highly organized, a strong fast writer, and someone who thrives in a fast-paced, collaborative team environment. The job involves a heavy focus on writing as well as strategic communications, press relations, and account management. This position requires 2-4 years of experience.

Candidate should be well-versed and has the ability to develop and adapt writing styles based on the client, policy issue, and nature of the assignment. They must have a strong understanding of politics and ability to understand complicated issue sets and experience drafting op-eds and remarks.

Experience with energy issues is preferred, although not required.

Responsibilities -

Editorial:

- Write and draft op-eds, press releases, press releases, advisories, talking points, blogposts, social media content, analysis-based memos, statements, and other written materials.
- Conduct research using internal and external sources in order to write and edit content for a variety of communications channels, including print, web, and digital.
 - Requires understanding or general interest in politics as it relates to legislation.
 - Ability to shift gears and understand different issue sets in a short period of time.

Press:

- Maintain strong relationships with media and pitching stories to national and state-based reporters on behalf of clients.
- Draft press releases, advisories, statements, op-eds, social media posts, often on tight timelines.
- Take lead on engaging with industry and political outlets.
- Has press connections/can pitch reporters.
- Draft compelling reporter pitches including research when necessary.
- Build strategic and targeted media lists & strategies.
- Track press coverage and identify inaccurate or misleading stories.
- Compile and/or monitor daily clips.