



Attorney General Josh Shapiro Job Posting – Press Secretary

SECTION:	Communications Section/Executive Office
CLASS:	Press Secretary
LOCATION:	Harrisburg/Philadelphia
POSITION TYPE:	Full-time, Non-civil service, Non-Union
SALARY RANGE:	Minimum starting salary \$90,876, commensurate with experience

BASIC FUNCTION:

The Pennsylvania Office of Attorney General is seeking a Press Secretary to join our fast-paced Communications Section. We are looking for a skilled communicator who works well with others and is motivated by the environment of a consequential government agency.

This is a highly responsible position within the Executive Office and the Communications Section. The Press Secretary is the Chief Spokesperson for the Office of Attorney General, and will be the primary point of contact with the media. They will field and handle all media inquiries, develop and execute proactive media outreach, and manage the Attorney General's relationships with the media. This position reports to the Communications Director.

EXAMPLES OF DUTIES:

- Tracks and responds to all incoming media requests
- Develops and executes proactive media strategies including op-ed placements, editorial board meetings and profile pitches
- Assists the Communications Director and other Communications staff with drafting talking points, releases, op-eds and other materials
- Assists the Communications Director and other Communications staff with planning and executing press conferences, roundtables and other press events
- Prepares the Attorney General for interviews, press conferences and other media appearances at the direction of the Communications Director
- Executes and staffs press events
- Attends press conferences and other media events, including events on nights/weekends
- Travels throughout the Commonwealth for events
- Performs related work as required

MINIMUM EXPERIENCE AND TRAINING:

- Five years of professional experience in the field of public relations/communications, some of which should be at a senior level
- On-the-record experience is strongly preferred