

VACANCY ANNOUNCEMENT:

NEW HAMPSHIRE DEPARTMENT OF JUSTICE ATTORNEY GENERAL'S OFFICE

DIRECTOR OF COMMUNICATIONS/LEGISLATIVE AFFAIRS

LABOR GRADE: FF
(SALARY RANGE: \$72,748.00 to \$101,322.00)

The New Hampshire Department of Justice, Office of the Attorney General, invites candidates to apply for the position of Director of Communications/Legislative Affairs. The successful candidate will be responsible for the timely dissemination of accurate information to the general public on matters of significant public interest or concern, which are often related to urgent public protection issues. The successful candidate will also be responsible for coordinating the Department's legislative efforts. Performance of duties requires frequent interaction with the Attorney General and senior Department of Justice leadership; Victim/Witness Advocates; the Chief Medical Examiner's Office, elected officials including the Governor's Office, members of the General Court and their staff, and County Attorneys; state agencies; local and regional media; and the general public.

The Director of Communications/Legislative Affairs position was created in 2018 and serves as the Department's 24/7/365 central point of contact for news media and principle spokesperson for synthesizing and disseminating complex information to the public regarding legal matters central to state government, Department operations, and public safety. The position's primary duties include:

- Establishing and maintain a consistent process for providing prompt and accurate information to the public regarding the Department's work in matters of significant public interest on a 24/7/365 basis;
- Writing and disseminating information of public interest via press releases or statements; coordinating press conferences and media availabilities when necessary; providing crisis communications strategy to respond to immediate or serious incidents state-wide; and scrupulously observing professional obligations under the law and within the rules of professional conduct regarding crime victims' right and the public's right-to-know;

- Serving as the primary point of contact for all media inquiries related to issues facing the Department, its cases, and investigations; coordinating appropriate responses with key Department personnel and delivering information within strict deadlines against a backdrop of emerging and shifting priorities;
- Providing messaging and branding support for major presentations, including state budget and other proposals, significant legal issues, Department website and social media, and other information being released to the public;
- Coordinating the Department's legislative efforts and presentations before the Legislature;
- Building and maintaining strong relationships with members of the news media, state agencies, and government officials;
- Delivering strategic guidance and preparing leadership and Department representatives before media interviews or other public-facing events;
- Tracking media coverage, seeking opportunities for media coverage, recommending improvements and providing continuous strategy enhancements to ensure strong messaging and greater transparency; and
- Managing and approving content for public-facing website, social media platforms, and internal web platform.

Minimum qualifications for the position include a Bachelor's degree with writing/communications focus and four to eight years of relevant experience—to include state government or client-based communications and crisis communications. A valid driver's license is also required. Strong relationships with members of the news media, ability to maintain and build professional working relationships, and prior experience in other public relations/government relations roles are preferred.

Interested candidates should send cover letter and C.V. to Associate Attorney General Sean Gill, Chief of Staff, at employment@doj.nh.gov or by mail to NH Department of Justice, 33 Capitol Street, Concord, NH 03301.

The Office of the Attorney General is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, national origin, gender, age, sexual orientation, handicapping condition, and/or disability.

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