



## Legislative Communications Manager

**Job Title:** Legislative Communications Manager

**Salary:** \$65,000 - \$68,000

**Position Type:** Full-time, Exempt

**Reports To:** Senior Communications Director

**Location:** Boise, Idaho

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### Position Overview

The Idaho Democratic Legislative Campaign Committee (IDLCC), in partnership with the Idaho Democratic Party (IDP), seeks a creative, fast-moving, and highly organized **Legislative Communications Manager** to support House and Senate Democratic caucuses with communications, media, and digital engagement.

Though the position is housed within the IDP and supervised by the IDP's Senior Communications Director, the primary function of this role is to execute communications on behalf of the IDLCC and its elected members. The IDLCC maintains final authority over any content issued in its name. This role is especially vital during the Idaho legislative session (January–March) and requires a strong in-person presence at the Statehouse.

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### Key Responsibilities

#### Strategic Planning & Messaging

- Develop and implement short- and long-term messaging strategies that support the legislative and political priorities of the IDLCC
- Identify proactive opportunities to elevate Democratic values, hold Republican legislators accountable, and spotlight policy outcomes

#### Media Engagement

- Serve as the main point of contact for the press and media on behalf of the IDLCC
- Draft and distribute press releases, op-eds, talking points, and legislative updates
- Organize and manage press events, conferences, and earned media opportunities

- Maintain press lists and cultivate relationships with local and national journalists covering Idaho politics

### **Digital & Social Media**

- Build and manage a robust social media presence across platforms
- Develop engaging digital content, including graphics, videos, and live updates
- Maintain the caucus website and ensure that it features up-to-date, accurate, and compelling online content
- Draft and send email newsletters, event invites, and fundraising appeals

### **Legislative Session Coverage**

- Support real-time legislative communications with an emphasis on rapid response.
- Coordinate communications strategy across caucus members to ensure message cohesion
- Monitor daily developments and media narratives, recommending timely interventions

### **Donor and Event Support**

- Draft compelling donor communications and fundraising content
- Assist with event planning, including town halls, receptions, and stakeholder events as needed

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## **Qualifications**

### **Required:**

- Excellent written and verbal communication skills with an ability to craft sharp, persuasive content
- Demonstrated ability to manage fast-paced, multi-stakeholder environments
- Familiarity with media relations and an understanding of political communications
- Strong planning, prioritization, and relationship-building abilities
- Proficiency with Google Workspace and social media tools

### **Preferred:**

- Familiarity with Idaho's political landscape or legislative processes
- Experience with digital tools such as NGP, ActBlue, Votebuilder, Canva, and WordPress
- Graphic design or video editing experience

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## **Compensation and Benefits**

- **Salary Range:** \$65,000 – \$68,000 annually (commensurate with experience)
  - **Benefits:** Provided through the Idaho Democratic Party under the IBEW union agreement and include medical, dental, vision, retirement, and reimbursements for phone, computer, and commuting expenses
  - **Start Date:** Fall 2025 (final date to be determined by mutual agreement)
  - **Location:** Boise, Idaho (required in-person presence during legislative session)
  - **Reporting:** Reports to IDP Senior Communications Director; serves IDLCC as primary client
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## How to Apply

Interested candidates should submit: **A cover letter** explaining their interest in the role and relevant experience, **a resume** detailing their professional background, and **three professional references**.

Applications should be sent to **[avery@idahodems.org](mailto:avery@idahodems.org)** with the subject line: Legislative Communications Manager – [Your Name].

The Idaho Democratic Party is an equal-opportunity employer and is committed to creating an inclusive and diverse workplace. Women, people of color, LGBTQ+ individuals, and members of historically marginalized communities are strongly encouraged to apply.