

Senior Associate, Communications & Public Affairs

Description

Bullpen Strategy Group (BSG) is an insights-focused public affairs and strategic advisory firm that helps clients solve problems, grow, and manage risk.

We're growing and seeking a new member for our communications team at the Senior Associate level.

Qualifications

The successful candidate is eager to take on new responsibilities, possesses strong organizational & writing skills, and approaches challenges with a different kind of thinking. This position demands attention to detail and the ability to communicate clearly.

- Assist the communications team by drafting press releases, messaging documents, media outreach, and other communications materials.
- Update and maintain press lists, website content, and progress on client projects.
- Draft and post social media content.
- Experience with programs such as TV Eyes or Critical Mentions desired.
- Support communications team members with client projects and tasks as they develop.

Requirements

- A minimum of an undergraduate degree is required. Majors in communications, political science, journalism and related fields are especially encouraged to apply.
- Political campaign, journalism and agency experience are preferred.
- Two years of relevant experience is required.
- Systematize and automate routine processes.
- Strong process management skills required.
- This position requires strong writing skills, a professional demeanor, good knowledge of the national political and media environment, with high-level motivation and interest in aggressively engaging with media.

Application Instructions

To apply for the position, please email a cover letter resume via email to hr@bullpenstrategygroup.com with subject line "Sr Comms Associate"