

Office of the Governor
Position Description

Position Title: Information Officer

Principle Responsibilities

- Coordinate the development of the newsletters, brochures/pamphlets issued by the Office of the Governor with the Communications Director, the Citizen and Community Services Director and other staff as needed.
- Prepare speech materials for the Governor for press conferences and speaking events
- Conduct research necessary for preparing speeches
- Assemble, review and disseminate Governors public appearance calendar
- Develop printed statement materials (i.e., brochures, pamphlets) for Governor
- Assist with writing articles for newspapers, external publications, etc...
- Assist Communications Director with press conferences
- Assist the Communications Director with matters relevant to the press and media including any documents released to the press and media in response to requests or at press conferences
- Maintain biographical information and photograph for the Governor
- Develop and improve techniques for disseminating internal information within the Office of the Governor
- Review, edit, proofread formal documents produced by the Office of the Governor
- Special projects, as assigned, by the Governor, Chief of Staff and Communications Director