



Senator Saval's Office Is Hiring—Join Our Team!

Since taking office in December 2020, State Senator Nikil Saval has been a progressive champion on housing, climate, criminal justice, and worker-related issues. His commitment to solidarity and justice for working people, and focus on coalition building, has carried him from his roots as a labor organizer to Pennsylvania's General Assembly, where he currently serves as Democratic Chair of the Senate's Urban Affairs & Housing Committee and Chair of the Senate's Philadelphia Delegation. In 2022, Senator Saval introduced and championed the Whole-Home Repairs Program, which was signed into law as part of the Pennsylvania 2022–2023 budget. The program is a one-stop shop for home repairs and weatherization in each county in Pennsylvania and has received national recognition as an effective policy for combating the affordable housing crisis and building up a local workforce and creating new, family-sustaining jobs in the growing weatherization field.

Senator Saval's office seeks to hire a COMMUNICATIONS & OUTREACH ASSOCIATE, based out of the Philadelphia district offices.

Job Title: Communications & Outreach Associate

Reports To: Chief of Staff and Deputy Chief of Staff/Communications Director

Job Summary:

The Communications & Outreach Associate will support the Communications Director in developing comprehensive and effective messaging campaigns and giving visibility to the work of the Senator and the office. The Communications & Outreach Associate will also work collaboratively with the Constituent Services team in reaching residents throughout the First Senatorial District via community outreach and events coordination. This newly created position is a unique opportunity to work as part of a dynamic team committed to advancing movement politics through the state legislature.

Duties and Responsibilities:

- Assist Communications Director in drafting, editing, and distributing press releases, newsletters, and other official communications coming from the office to keep constituents informed about legislative developments, district news, and community events.
- Assist Communications Director in creating content and messaging for the Senator's social media accounts, ensuring regular updates and engagement with constituents.
- Assist with speech writing and talking points for the Senator and the office.

- Monitor local and state news for media mentions and to keep the Senator informed of issues relevant to the district.
- Help update the Senator's website with timely information about legislative priorities and district events.
- Assist in organizing and staffing community events, including town halls, mobile office hours, and outreach programs.
- Help map and coordinate outreach to First District community partners.
- Staff district offices and aid in the provision of basic constituent services to First District residents.

Key Qualifications:

- A deep commitment to building a more just and equitable world, starting here at home.
- Strong written and verbal communication skills and attention to detail.
- Ability to handle sensitive and confidential information with discretion.
- Ability to work independently and as a core member of a busy, integrated team.
- Excellent organizational and time management skills with a proven ability to balance multiple projects.
- Proficiency in Microsoft Office Suite and social media platforms.
- Ability to cultivate constructive and enduring working relationships with other Senate offices, community stakeholders, and members of the press.
- Ability to work flexible hours, including some evenings and weekends, as necessary.
- Preferred but not necessary: Experience in public service, government, or community outreach.
- Preferred but not necessary: Familiarity with Pennsylvania state government and legislative processes.

The Communications & Outreach Associate will be expected to travel within the Senator's district and occasionally to Harrisburg for rallies, large scale events, and/or newsworthy votes. Women, people of color, and gender nonconforming people are encouraged to apply. Ability to speak a language in addition to English is a plus.

We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. We are committed to creating a diverse, inclusive, and harassment-free environment for all employees.

Salary and Benefits:

This is a full-time position with the Pennsylvania Senate Democratic Caucus. We endeavor to respect the time and energies of all members of our team during work hours and in their personal capacity. Our office adheres to a hybrid work schedule; members of our team are expected to be in the office 3 to 4 days per week, with one dedicated work-from-home day. Salary for this role will be \$50,000 to \$60,000, commensurate with experience. The caucus offers an excellent benefits package, including health, dental,

and vision coverage for your entire family; defined benefit and defined contribution retirement plans; generous paid leave time, paid holidays, and sick days.

To Apply:

Visit the job opportunities page on Senator Saval's website (<https://www.pasenatorsaval.com/job-opportunities/>) and follow the instructions to complete the form and upload your cover letter and resume.

Applications will be reviewed on a rolling basis now through 5pm on November 27.