



OFFICE OF THE ATTORNEY GENERAL
200 St. Paul Place
Baltimore, Maryland 21202
www.marylandattorneygeneral.gov

JOB ANNOUNCEMENT
Speech Writer and Content Specialist
Communications Unit

Posting Date: June 26, 2024

Closing Date: July 28, 2024

Job Title: *Speech Writer & Content Specialist* (Admin Prog Mgr II)

Position Type: Regular Full-Time

Salary: \$78,919 - \$127,473. The salary range is based on a multitude of factors including applicable personnel rules, regulations, and guidelines.

Location: Office of the Attorney General, Communications Unit
200 St. Paul Place, Baltimore, Maryland 21202

Telework Status: A hybrid remote telework and in-office schedule option may be available per OAG's policies and procedures.

DESCRIPTION: The Attorney General is the chief legal officer of the State of Maryland. The Office of the Attorney General (OAG) has the general charge, supervision, and direction of the legal business of the State, acting as legal advisors and representatives of the major agencies, various boards, commissions, officials, and institutions of State Government. The OAG is also responsible for civil, and in some cases criminal, enforcement of consumer protection, civil rights, environmental, securities, antitrust, organized crime, fraud, and other laws intended to protect the public. As Maryland's 47th Attorney General, Anthony G. Brown, leads the Office with a key focus on equity, justice, and fairness.

The Office of the Attorney General (OAG) is seeking applicants for a *Speech Writer and Content Specialist* for the Communications Unit. The incumbent will join a dynamic team of communications professionals working to advance and showcase the incredible work and achievements of the OAG and its dedicated staff. This position has a heavy emphasis on writing and the creation of various written content including but not limited to speeches, talking points, op-eds, press releases, quotes, and briefing memorandums for the Attorney General. The *Speech Writer and Content Specialist* must possess exceptional writing and editorial skills as they are responsible for critical content, including leading the production of the bi-monthly OAG agency newsletter. They are also responsible for the creation of official letters and certificates from the Attorney General. The *Speech Writer and Content Specialist* is responsible for reviewing OAG publications and other originally produced written content including on all agency social and digital media platforms.

The *Speech Writer and Content Specialist* must be an expert at researching facts, topics, and statistics to develop

writing speeches and op-eds using appropriate structure and flow; creating engaging and informative speeches and talking points; ensuring speech content reflects the voice and tone of the speaker; taking feedback from the speaker and other team members and incorporating feedback in speeches and talking points. The candidate may occasionally, based on their experience and interests, assist the Communications Director and Deputy Communications Director in proactively pitching positive story ideas to local, regional, national and international media outlets.

The *Speech Writer and Content Specialist* will also assist in developing office-wide communications, messaging, and content on behalf of the Attorney General and for the OAG on our internal newsletter and intranet and public-facing website and social media pages, publications, and other messaging materials that are disseminated to the public or within OAG. The *Speech Writer and Content Specialist* will review and ensure external and internal content is reflective of the Attorney General's priorities and voice and reflects the mission and values of the OAG. -

EXPERIENCE/REQUIREMENTS: The ideal candidate will possess a Bachelor's degree in English, Journalism, Creative Writing, Political Science, Communications or a related field and a minimum of five years' experience in speechwriting and/or media relations. Must be a highly creative and engaging storyteller; have a sense of curiosity and a range of interests; able to critically think about the issues; possess superior writing and editing ability; and must be able to provide examples of previous work for review and consideration. In-office work will be required at headquarters located in Baltimore, MD. The position provides some regular telework opportunities. Off-site work will also be required, based upon the event calendar. The candidate must have a valid driver's license.

SUBMISSION: Interested persons should submit a resume and cover letter by close of business day Sunday, July 28, 2024, to Jennifer Donelan, Director of Communications at jdonelan@oag.state.md.us. **Please write "Speech Writer and Content Specialist" in the subject line.**

EMPLOYMENT BENEFITS: The successful candidate will be eligible for subsidized health benefits (medical, prescription, dental and vision coverage) and life insurance; leave, including annual (vacation), personal, sick, and paid parental leave, ; and will be eligible for participation in a contributory defined benefit pension plan in which they are vested after ten years. State employees are eligible to participate in two supplemental retirement plans: [the 457 Deferred Compensation Plan](#) and the [401\(k\) Savings and Investment Plan](#). The State also offers a free mass transit benefit for local bus and express bus services.

EQUAL OPPORTUNITY EMPLOYER: The Office of the Attorney General is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion or belief, ancestry, national origin, age, marital status, sexual orientation, gender identity and/or expression, disability, pregnancy, family or parental status, veteran status, genetic information, or any protected category prohibited by local, state or federal laws.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING: The Office of the Attorney General views equity, diversity, inclusion, and belonging as the pathway to achieving professional excellence and fostering and maintaining a culture where every employee can thrive. We strive to create a community that draws upon the best pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values. We honor, respect, and celebrate all differences, both visible and invisible, and are committed to recruiting, retaining, and promoting individuals who have historically been underrepresented in the practice of law and professional careers.