

Job Title: Project Analyst

Job Grade Level: 8

Working Title: OESW Research and Communications Specialist

Date: March 19, 2025

Agency/Department: Office on the Economic Status of Women (OESW)

Reporting to: OESW Director

Primary Objective:

To support the Office on the Economic Status of Women in executing effective communication strategies across all the communications channels that promote and advance the statutory purpose of the OESW. This position will assist with conducting research and updating OESW reports, fact sheets, and newsletters. The primary objectives of the position are accomplished under the general supervision of the OESW Director.

Responsibilities & Tasks:

1. (60% time) Communications and Outreach
 - a. Write, produce, design, edit, and maintain print, online, and multimedia communications, publications, and other materials (e.g. OESW website, social media, newsletters, legislative materials, presentations, talking points, press releases, videos). *
 - b. Provide editing and proofreading support.
 - c. Develop and maintain a consistent brand voice and messaging across all communication channels.
 - d. Ensure electronic documents are accessible. Work closely with the LCC Accessibility team to review OESW documents for accessibility. *
 - e. Assist in developing the monthly messaging calendar. *
 - f. Use data-driven insights to evaluate the effectiveness of communication strategies and make recommendations for improvement.
 - g. Develop and maintain relationships with legislators, non-profit organizations, and members of the public.
 - h. Support stakeholder engagement activities to nurture relationships with legislators, partner organizations, volunteers, community leaders, and other stakeholders.
 - i. Respond to emails coming into the OESW general email box as authorized or forward to the appropriate staff person and/or office in a timely manner. *

2. (30% time) Research and Analysis

- a. Compiles and analyzes data and prepares information relating to the economic status of women. *
- b. Research and analysis of emerging and current issues related to the economic status of women in Minnesota.

3. (10% time) Administrative and other duties as assigned

- a. Attend LCC staff meetings.
- b. Assist with arrangements for and follow-up of OESW Advisory Committee meetings and attend meetings related to the work of the OESW.
- c. Provide administrative assistance when requested by the OESW Director.
- d. Participate in research, professional development, and other activities that will build expertise, foster relationships, and advance the work of the OESW.
- e. Other duties as needed or assigned by the OESW Director.

Budget Responsibility:

This position does not have any direct budget responsibility.

Supervisor Responsibility:

This position does not directly supervise staff. This position leads research projects, as needed, to meet the objectives of the OESW.

Scope of Relationships:

- Frequent communication with joint legislative office and commission staff.
- Contact with legislative and public members of joint legislative commissions.
- At times this position may deal with frustrated constituents.

Working Conditions/Physical Demands:

The OESW is committed to work/life balance of its staff. At times, this position must have the ability to work long hours, meet deadlines, and stay composed under pressure. Normal office conditions. Telework may be permitted on a limited basis.

Appointment:

Unclassified non-partisan position.

Minimum Qualifications:

1. One year of relevant experience working in a setting that engages with members of the public.
2. Four-year degree. A two-year degree and an additional two years of relevant experience may substitute for the four-year degree requirement. Five years of relevant experience may substitute for the degree requirement.
3. Two years using Microsoft Office products.
4. Strong organizational skills.
5. Excellent written and verbal communication skills.
6. Coursework in statistics or experience with data analysis.
7. Excellent customer service skills.
8. Ability to collaborate effectively with cross functional teams.
9. Attention to detail. Superior listening and technical writing skills.
10. Non-partisan background and the ability to act in a politically neutral manner while maintaining confidentiality.

Desired Qualifications:

1. Experience or familiarity with the legislative process.
2. Security training.
3. Project management experience.
4. Familiarity and/or experience with digital accessibility document remediation process, and digital accessibility tools and methodology.

*All identified duties are essential under the Americans with Disabilities Act.