

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
LEGISLATIVE AIDE (COMMUNICATIONS COORDINATOR)  
OFFICE OF THE PRO TEMPORE / SENATOR ATKINS  
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

**BASIC FUNCTIONS:**

Under the supervision of the Director of Communications, the Legislative Aide (Communications Coordinator) will serve as the Communications Coordinator and be a member of the Senate Pro Tem's communications team based in Sacramento. The Communications Coordinator, who will work in collaboration with the Digital Manager, will primarily be tasked with writing for, and monitoring, the Senator's social media channels.

**DUTIES:**

Duties for the Communications Coordinator will include writing planned social media posts and content, writing on-demand posts for social media regarding breaking news, and working with the Digital Manager to anticipate other social media needs that may arise. The Communications Coordinator also will be responsible for helping design and develop graphics and video content for various social platforms, working with the Senate Democratic Caucus to develop graphics and videos, and finding photographs and artwork for social media and other communications needs. They will schedule social media content, keep an eye on the daily calendar and work with the Digital Manager to determine when/if posts may need to shift due to breaking news. The Communications Coordinator will connect with the Senator's District Communications Manager to identify and write Senate District 39-specific content. They will monitor social media platforms daily for mentions/tagging of the Senate Pro Tem, and will identify opportunities for engagement. Providing reports on social media activity as needed, especially during key legislative moments, also is a priority. They will organize and save digital photos, work with the communications staff on various research as needed, write other materials and documents as needed, and perform other duties as assigned.

**DESIRABLE SKILLS AND KNOWLEDGE:**

Candidates should have experience with social media, a firm foundation in writing, and experience using various platforms and software, including Hootsuite, Facebook, Instagram, Twitter, Microsoft Suite, and the Adobe Suite,

including Photoshop and Final Cut. The ideal candidate would be someone who is experienced in multi-tasking on tight deadlines, has an eye for graphic design and editing short videos, is familiar with the legislative process, and has the ability and desire to help amplify the Senator's voice and presence via social media. Graphic design skills are strongly preferred. Strong time management with attention to deadlines. Must be particularly adept in communicating with multiple audiences. Strong commitment to diversity of thought, backgrounds and perspectives.

**ABILITY TO:**

Write clearly and concisely; quickly identify the Senator's priorities and capture her passion and inspiration in written form; think critically with exceptional creative and editing skills; think proactively with strong problem-solving capabilities.

**POSITION QUALIFICATIONS AND EDUCATION:**

Bachelor's degree required.

If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

**LOCATION, SALARY AND FILING DATE:**

This position is located in Sacramento, CA.

**Benefits:**

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

**Salary:**

Salary starts at: \$3,912 per month.

Final compensation is commensurate with experience and education.

Applications will be accepted until position is filled.

**SUBMIT COVER LETTER, RESUME, REFERENCES, THREE WRITING SAMPLES, AND SENATE EMPLOYMENT APPLICATION TO:**

**Niesha.Fritz@sen.ca.gov.**