

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT REPRESENTATIVE
(COMMUNICATIONS COORDINATOR)
OFFICE OF SENATOR DURAZO
(LOS ANGELES, 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 Chief of Staff and the District Director, the District Representative will serve as the Communication Coordinator acts as the principal spokesperson and media strategist to the State Senator representing California's 24th Senate District. The Communications Coordinator will develop and execute a comprehensive strategic communications plan that encompasses long-term planning and day-to-day work, including but not limited to, integrating the use of traditional and earned press, digital media, and social media platforms to external parties, organizations and other entities. The Communications Coordinator will also be responsible for providing speaking points and statements.

DUTIES:

Duties for the Communications Coordinator will include developing and executing a detailed and trackable strategic communications plan that articulates the Senator's legislative, budget and district priorities to the general public, in addition to managing day-to-day communication activities, including: state website, e-newsletters and announcements, press releases, reports and videos, media and public relations strategies, including preparing press materials and responding to media requests. This person is also responsible for representing the Senator in public venues and/or serving as a media representative and spokesperson as required while overseeing online and communications strategies, including Facebook, Twitter, etc. Candidates will also create well-written branded digital print content that can be used across various platforms, manage media relations and maximize media opportunities, and will be responsible for creating and securing press releases, story placements and op-eds.

DESIRABLE SKILLS AND KNOWLEDGE:

Candidates must have experience managing broad-based communications and media relations programs, as well as conceptualizing and drafting opinion editorials, letters to the editor and media pitches, and a strong understanding of the California legislative process. It is also important for candidates to have excellent relationships with relevant mainstream and ethnic media in addition to exceptional communication skills. Strong attention to detail and the ability to manage high level and competing priorities seamlessly. Strong time management with attention to deadlines. Experience using social media, various social media platforms and other online tools. Excellent follow up and relationship building with internal and external press corps. Professional personality with strong, clear persuasive oral and written communication. 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 his voice, passion, and inspiration in written form; think critically with exceptional creative and editing skills; think proactively with strong problem solving capabilities

EDUCATION AND QUALIFICATIONS:

Bachelor's degree required. Independent transportation.

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 will be located in Los Angeles, CA.

Salary starts at \$3,912 per month plus benefits.

Final salary is commensurate with experience and education.

Applications will be accepted until position is filled.

BENEFITS:

The Senate offers a competitive benefit package, which includes:

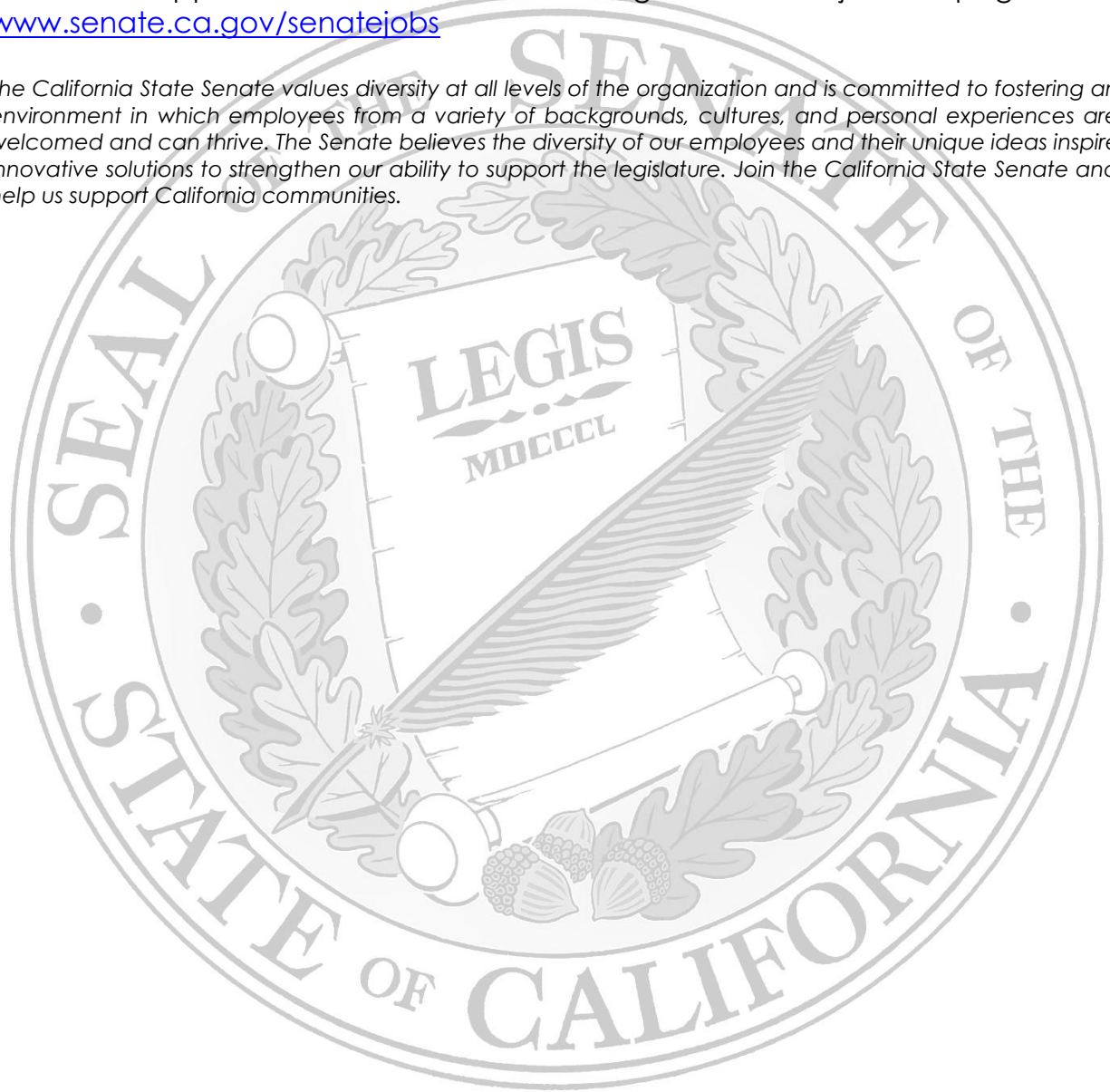
- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

SUBMIT COVER LETTER, RESUME, THREE (3) WRITING SAMPLES AND SENATE APPLICATION VIA EMAIL TO:

Steve Veres, District Coordinator
Office of Senator Maria Elena Durazo
Steve.Veres@sen.ca.gov

The Senate application form is available through the Senate job webpage:
www.senate.ca.gov/senatejobs

The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.



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