

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE/COMMUNICATIONS DIRECTOR
OFFICE OF SENATOR JONES - EL CAJON**

BASIC FUNCTIONS:

Under the direction of the Senator and the Chief of Staff, the Legislative Aide will act as the Communications Director, and will serve as the primary media strategist to a State Senator representing the eastern and northern parts of San Diego County.

DUTIES:

Under the direction of the Senator and the Chief of Staff, the Legislative Aide/Communications Director will serve as the primary liaison between the Senator and the media. This person will perform a variety of duties including: responding to media inquiries and executing strategic communications plans to articulate the Senator's legislative and district priorities. Other duties may include writing and distributing news releases, talking points, op-eds and social media posts; planning and implementing press conferences; updating the content of the Senator's state web page; overseeing online communications and Facebook and Twitter and Instagram accounts; and distributing daily clips.

KNOWLEDGE OF:

The ideal candidate will have prior communications experience and have an understanding of the state legislative process. Excellent relationships with relevant mainstream media covering the 38th Senate District, social media skills and the ability to work under deadlines required.

SKILLS DESIRED:

Candidates must possess outstanding written and oral communication skills, as well as an attention to detail. The ability to assess the implications of news stories and public statements is essential, and the ideal candidate must be able to establish and maintain cooperative and effective working relationships with staff, the media, and the general public.

SALARY AND FINAL FILING DEADLINE:

Salary range starts at \$3,726 per month. Applications will be accepted until the position is filled.

SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE APPLICATION TO:

Craig Wilson, Chief of Staff
State Capitol, Room 4088
Sacramento, CA 95814
Craig.wilson@sen.ca.gov