

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE (COMMUNICATIONS)
OFFICE OF SENATOR NEWMAN**

BASIC FUNCTIONS:

Under the supervision of the Chief of Staff, the Legislative Aide (Media Aide) will serve as the principal news media and social media strategist to the State Senator representing California's 29th Senate District. The Media Aide will develop and execute a communications plan for long-term strategic planning as well as day-to-day work, including, but not limited to, integration of earned media, social media platforms and other digital media. The Media Aide position also may include various legislative duties to assist with the advancement of the Senator's legislation. This position is based in Sacramento.

DUTIES:

Duties for the Media Aide will include developing and executing a strategic communications plan that articulates the Senator's legislative, budget and district priorities, in addition to managing day-to-day communication activities, including: the state website, writing e-blasts and announcements, press releases and op-eds, preparing media materials, managing media relationships and responding to media requests. The Media Aide also will be responsible for creating well-written, branded digital content to maintain social media platforms.

DESIRABLE SKILLS AND KNOWLEDGE:

Candidates must have experience managing broad-based communications and media relations programs, as well as conceptualizing and drafting social media posts, opinion editorials and press releases. Candidates also should have a strong understanding of the California legislative process, as well as attention to detail and the ability to manage high level and competing priorities seamlessly. Candidates should have experience using social media and other online tools and a professional personality with strong, clear and persuasive oral and written communication. Candidates must be adept in communicating with multiple audiences and have a commitment to diversity of thought, backgrounds and perspectives.

ABILITY TO:

Speak and write clearly and concisely; quickly identify the Senator's priorities and capture his passion and inspiration in oral and written form; think critically with exceptional writing and editing skills; think proactively with strong problem solving capabilities.

POSITION QUALIFICATIONS AND EDUCATION:

Bachelor's degree required.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$3,912 per month.

Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, REFERENCES AND ONE WRITING SAMPLE TO:

Alina Evans, Chief of Staff

alina.evans@sen.ca.gov