

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE
OFFICE OF SENATOR ALLEN**

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 Senator in the district.

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 developing strategic communications plans to articulate the Senator's legislative and district priorities. Other duties may include writing and distributing news releases, writing monthly newsletters, creating talking points, speeches, 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 significant prior communications experience, ideally for an elected official, and have a strong understanding of the state legislative process. Excellent relationships with relevant mainstream media. Outstanding writing skills, news instincts, strategic communications skills, 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:

Samuel.liu@sen.ca.gov