

**CALIFORNIA STATE SENATE JOB ANNOUNCEMENT
LEGISLATIVE AIDE
SENATE DEMOCRATIC CAUCUS**

The Senate Democratic Caucus, a communications and outreach team serving Democrats in the California State Senate, seeks a hard-working, motivated and energetic individual with excellent writing skills for its Sacramento office.

BASIC FUNCTIONS:

Under the direction of the Caucus Director, the Legislative Aide (Caucus Liaison) will be responsible for assisting Democratic Senators with public outreach and communication efforts utilizing web and social media platforms, as well as traditional broadcast and print media tactics and strategies.

DUTIES:

Under the direction of the Caucus Director, the Legislative Aide will work directly with Caucus staff and member offices to develop and execute a comprehensive strategic communications plan that encompasses long-term planning and day-to-day work to advance the Caucus's legislative agenda. The Legislative Aide will manage communication activities, including writing talking points, e-newsletters, outreach materials and social media content.

SKILLS DESIRED:

The ideal candidate should be efficient at problem-solving and multi-tasking, is a self-starter, thinks creatively, is detail-oriented, works well in a team environment, and is able to meet deadlines. Candidates must have the ability to adapt to often-changing member and media priorities. They must have strong attention to detail and the ability to manage high level and competing priorities seamlessly. Ability to establish and maintain cooperative and effective working relationships with staff, Member offices, media and the public. Experience in public relations, strategic messaging, project management, writing for publication and media outreach.

Candidate must have strong attention to detail and the ability to manage high level and competing priorities seamlessly. Strong time management with attention to deadlines.

Fluency in Spanish is a plus.

KNOWLEDGE OF:

California state government, the Legislature and political issues facing the state.

PAY RANGE & FINAL FILING DEADLINE:

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

Applications will be accepted until the position is filled.

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

Mcclina Woods

Director

Senate Democratic Caucus

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Sacramento CA 95814

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