

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
POLICY ANALYST (COMMUNICATIONS)
OFFICE OF SENATE MAJORITY LEADER HERTZBERG**

BASIC FUNCTIONS:

Under the direction of the Senator, the Chief of Staff, the Policy Analyst (serving as Communications Director) will be responsible for creating, developing, and distributing messaging from the Senator to the San Fernando Valley and other outlets.

DUTIES:

Under the direction of the Senator and the Chief of Staff, the Policy Analyst (serving as Communications Director) will maintain press relationships, manage media inquiries, write press releases and e-blasts, coordinate social media and press events, and complete other communications focused duties as assigned. This person must also be able to collaborate with groups of people in order to develop talking points for the Senator and manage our Senate website.

DESIRABLE SKILLS AND KNOWLEDGE:

Excellent research, oral and written communications skills are required, along with the ability to manage multiple projects, work well under deadlines, and embrace a team oriented philosophy and environment. The ideal candidate should have experience with the Los Angeles and Sacramento press corp.

ABILITY TO:

Candidates must be able to write clearly and concisely and work in a fast pace environment. An ideal candidate will also have strong interpersonal skills and experience in a creative working environment.

POSITION QUALIFICATIONS AND EDUCATION:

A Bachelor's Degree is preferred, as is prior press and media-related experience.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$6,206 per month.

Applications will be accepted until position is filled

SUBMIT COVER LETTER, RESUME, REFERENCES, THREE WRITING SAMPLES, AND SENATE EMPLOYMENT APPLICATION TO:

Freddie Quintana, Chief of Staff, at Freddie.Quintana@sen.ca.gov

The Senate Employment Application can be found at:

https://www.senate.ca.gov/sites/senate.ca.gov/files/3089_application_employment_senate_extended_0718.pdf