

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
PRESS SECRETARY  
(COMMUNICATIONS COORDINATOR)  
OFFICE OF SENATOR BRADFORD  
(SACRAMENTO OR LOS ANGELES, CA)\***

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

**BASIC FUNCTIONS:**

Under the direction of the Senator and the Chief of Staff, the Press Secretary's (Communications Coordinator) responsibilities include developing communications and outreach strategy, drafting press releases, talking points, op-eds, e-alerts, social media posts and pitching stories to reporters.

**DUTIES:**

Under the direction of the Senator and the Chief of Staff, the Press Secretary (Communications Coordinator) will perform a variety of communication and media duties including: researching issues, developing recommendations, and presenting them to the Senator and other staff members, and facilitating communication and outreach with key in-district organizations and leaders. Generating media interest in the Senator's legislative package through e-mail outreach, targeted pitch calls, and press conferences will be essential. Other duties may include writing and distributing district and constituent communications, news releases, talking points for public appearances, updating content of Senator's state web page, Facebook and Twitter accounts, and distributing daily clips and other news stories of interest.

**DESIRABLE SKILLS AND KNOWLEDGE:**

The ideal candidate will be familiar with the State legislative process, bill development and budget approval process, and proper journalistic and media practices. Familiarity with the committee and leadership structure and inter-relationships in the California Legislature is essential.

**ABILITY TO:**

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 to legislative priorities of the Member is essential, and the

ideal candidate will be able to establish and maintain cooperative and effective working relationships with staff, the media, and the general public.

**EDUCATION AND QUALIFICATIONS:**

A Bachelor's Degree and legislative experience are preferred.

If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

**LOCATION, SALARY AND FILING DATE:**

This position is located in Sacramento or Los Angeles, CA

\*The location will depend on the candidate selected.

Salary starts at \$7,048 per month plus benefits.

Final salary is commensurate with experience and education.

Applications will be accepted until position is filled.

**BENEFITS:**

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401 (k) and 457 plans
- Flexible spending accounts

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

Carolyn McIntyre, Chief of Staff  
Office of Senator Steven C. Bradford  
[Carolyn.McIntyre@sen.ca.gov](mailto:Carolyn.McIntyre@sen.ca.gov)

The Senate application form is available through the Senate job webpage:

[www.senate.ca.gov/senatejobs](http://www.senate.ca.gov/senatejobs)

*The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.*

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