

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PRESS SECRETARY
OFFICE OF SENATOR WIENER
(SAN FRANCISCO, 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, Press Secretary's responsibilities include developing communications and outreach strategy, drafting press releases, talking points, op-eds, e-alerts, social media posts, district newsletters, and pitching stories to reporters. In addition, the Press Secretary will coordinate interview requests and media inquiries, plan press conferences both in the district and in Sacramento, and assist with other district events.

DUTIES:

Under the direction of the Senator and the Chief of Staff, the Press Secretary 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 Sacramento and in-district organizations and leaders. Generating media interest in the Senator's legislative package through phone and e-mail outreach, targeted pitch calls, and press conferences will be essential. The Press Secretary will be expected to accompany the Senator to press and district events or represent the Senator in the media. 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, Instagram 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. The ideal candidate should have experience in public relations, media relations, journalism or public affairs. 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 and the ability to thrive under deadlines. 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 San Francisco, CA with the expectation to travel to Sacramento, CA regularly.

Salary starts at \$7,400 per month plus benefits.

Final salary is commensurate with experience and education.

Applications will be accepted until position is filled.

This position will not be available until January 2023.

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:

Krista Pfefferkorn, Chief of Staff
Office of Senator Wiener

Krista.Pfefferkorn@sen.ca.gov

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

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.

Date Posted 10/18/2022

