

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PRESS SECRETARY
OFFICE OF THE PRO TEMPORE**

The Office of Communications for Senator Atkins has the responsibility to lead all strategic communications efforts for the Senator. An essential element of that effort includes elevating the voice of the Senator. As part of the communications team, the person in this role will also contribute to the development of overall message strategy and communication efforts and will be an adviser to the Senator on both proactive and reactive communications opportunities.

BASIC FUNCTIONS:

Under the direction of the Director of Communications, the Press Secretary acting as Speechwriter will research, develop and write speeches, opinion pieces and other persuasive communication writing focused on a variety of issues. The Press Secretary will be a talented writer with a commitment to excellence. In this role, the speechwriter will develop speeches, op-eds, talking points and other materials for a variety of presentation formats and audiences.

DUTIES:

Serve as principal writer of the Senator's written work, which includes speeches, opinion pieces, blogs, video scripts, talking points, announcements, and presentations. Support Senator communications in a variety of ways, including briefing materials, correspondence, and special projects. Work collaboratively with members of the team and others to ensure that written materials have input from key internal (and external) stakeholders.

KNOWLEDGE OF:

Political and/or executive communications and speechwriting experience required. Familiarity with issues affecting the people of California (i.e. education, housing, health care).

SKILLS DESIRED:

Strong written and verbal communication; synthesizing thoughts into clear and concise communications. Ability to write well and quickly on deadline, while managing multiple assignments at once. Ability to work collaboratively in complex organizational environments, influence others in and across management lines, and develop strong internal and external relationships. Ability to exercise sound judgment related to organizational and interpersonal dynamics, and adjust communications accordingly. Comfortable operating flexibly in environments of change, ambiguity and uncertainty. Ability to manage workload effectively and following through on execution.

SALARY AND FILING DEADLINE:

Salary range starts at \$6,712 per month. Applications will be accepted until the position is filled.

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

Lizelda.Lopez@sen.ca.gov