

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
PRINCIPAL CONSULTANT  
SENATE DEMOCRATIC CAUCUS  
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career? 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 Caucus Director, the Principal Consultant (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 Principal Consultant 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 Principal Consultant 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. 5+ years experience in public relations, strategic messaging, project management, writing for publication and media outreach is desirable. Fluency in Spanish is a plus

**KNOWLEDGE OF:**

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

**EDUCATION:**

Bachelor's degree required.

**LOCATION, SALARY AND FILING DATE:**

This position is located in Sacramento, CA.

Final salary is commensurate with experience and education.

Applicants will be accepted until position is filled.

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.

**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 SENATE APPLICATION, COVER LETTER, RESUME AND REFERENCES TO:**

Mcclina Woods, Executive Staff Director

Office of Senate Democratic Caucus

1020 N Street, Suite 250

Sacramento, CA 95814

[Mcclina.Woods@sen.ca.gov](mailto:Mcclina.Woods@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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