

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CONSULTANT (COMMUNICATIONS)
OFFICE OF THE PRO TEMPORE / SENATOR ATKINS**

BASIC FUNCTIONS:

Under the supervision of the Director of Communications, the consultant will serve as the Deputy Press Secretary and will be a member of the Senate President pro Tempore's communications team based in Sacramento. The Deputy Press Secretary will primarily be tasked with writing various materials, helping the Director respond to media requests, and assisting with communications needs.

DUTIES:

Duties for the Deputy Press Secretary will include writing talking points and statements, writing and reviewing press releases and media advisories, working with Legislative offices on joint media efforts, assisting the Director of Communications with facilitating reporter requests and media, writing for the Senate District 39 newsletter, writing letters/notes/cards, keeping tabs on the news cycle, assisting other communications team members with documents and editing, helping with last-minute and breaking requests. Work with the communications staff on various research as needed. Work with policy and district staff on communications needs. Write other materials and documents as needed, and perform other duties as assigned.

DESIRABLE SKILLS AND KNOWLEDGE:

Candidates should have several years of experience in writing for elected officials and on legislative issues, respect for deadline and process, ability and desire to work on urgent matters and breaking news, and experience in working with the news media. The ideal candidate would be someone who is experienced in multi-tasking on tight deadlines, has experience working in the Legislature and with the legislative process, and has the ability and desire to help amplify the Senator's voice and presence in the media. Strong time management skills a must. Must be particularly adept in communicating with multiple audiences. Strong commitment to diversity of thought, backgrounds, and perspectives.

ABILITY TO:

Write clearly and concisely; quickly identify the Senator's priorities and capture her passion and inspiration in written form; think critically with exceptional creative and editing skills; think proactively with strong problem-solving capabilities.

POSITION QUALIFICATIONS AND EDUCATION:

Bachelor's degree and at least 3-5 years of professional experience required.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$5,910 per month, depending on experience. Applications will be accepted until the position is filled.

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

Niesha.Fritz@sen.ca.gov.