

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
POLICY ANALYST (COMMUNICATIONS)  
OFFICE OF SENATOR STERN**

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 Policy Analyst (serving as the Communications Director) will be responsible for creating and implementing the Senator's media outreach strategy.

**DUTIES:**

The Policy Analyst (serving as the Communications Director) will be the office's main person for the Senator's press and communications work. This includes developing an outreach strategy on bills and issues, writing press releases and social media postings, responding to media inquiries, working with stakeholders and much more.

**DESIRABLE SKILLS AND KNOWLEDGE:**

Excellent research, oral and written communications skills are required, along with the ability to manage multiple projects, work well under deadlines, and embrace a team-oriented philosophy and environment. The successful candidate must be: an excellent short (social media posts) and long (press releases, opinion pieces) form writer; able to handle tight deadlines, multiple drafts/edits and reporters; ready to provide thoughtful comments and extemporize in front of a camera at the drop of a hat; able to get quickly up to speed on any number of different policy and district-related issues in order to draft 600-word op-eds, press releases, and social media posts with relative ease; and, be fluent in social media platforms and content creation. Knowledge of the legislative process and prior media-related experience are strongly desired, but not required.

**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:**

A Bachelor's Degree is preferred, as is prior press and media-related experience.

**PAY RANGE & FINAL FILING DEADLINE:**

Salary starts at \$6206 per month.

Applications will be accepted until position is filled

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

Jeremy Wolf  
Office of Senator Henry Stern  
State Capitol, Room 5080  
Sacramento, CA 95814

Or to:

Jeremy Wolf at [Jeremy.Wolf@sen.ca.gov](mailto:Jeremy.Wolf@sen.ca.gov)

The Senate Employment Application can be found at:

[https://www.senate.ca.gov/sites/senate.ca.gov/files/employment\\_application\\_senate.pdf](https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_senate.pdf)

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