

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

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

The Senate Employment Application can be found at:

https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_senate.pdf

For additional pages:

https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_additional_pages_senate.pdf