

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE/COMMUNICATIONS AIDE
OFFICE OF SENATOR STERN**

BASIC FUNCTIONS:

Under the direction of the Senator, the Chief of Staff, and Legislative Director, the Legislative Aide will take primary responsibility for several of the Senator's legislative proposals, as well as advising the Senator on bills pending in committee and on the Senate floor, working with policy committee staff, legislative staff, lobbyists and advocates. The Legislative Aide will also act as a communications aide in the Senator's Capitol Office. As such, responsibilities include drafting press releases, talking points, op-eds, e-alerts, social media posts and pitching stories to reporters. Outstanding writing skills and the ability to communicate clearly and concisely under tight deadlines is required. The Legislative Aide will also assist with responses to constituent inquiries and phone calls regarding legislation and is responsible for all background work related to legislation supported by the Senator.

DUTIES:

Under the direction of the Senator and the Chief of Staff, the Legislative Director and the Legislative Aide will generate media interest in the Senator's legislative package through e-mail outreach, targeted pitch calls, and press conferences. Other duties may include writing and distributing news releases, talking points for public appearances, updating content of Senator's state web page, Facebook and Twitter accounts, and distributing daily clips and other news stories of interest. The Legislative Aide will also prepare background materials, talking points, and hearing and floor statements, and may be required to accompany the Senator to events or represent the Senator at events.

KNOWLEDGE OF:

The ideal candidate will be familiar with the State legislative process, bill development and budget approval process, and proper journalistic and media practices. Familiarity with the committee and leadership structure and interrelationships in the California Legislature is essential.

ABILITY TO:

Candidates must possess excellent communication skills, analytical skills, and knowledge of the legislative process. The ideal candidate is creative; detail orientated, and is able to handle multiple projects and work well, individually and collaboratively, with a variety of people.

EDUCATION:

Bachelor's degree required.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$3726 per month plus benefits. Applications will be accepted until position is filled.

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

Shaina Brown

State Capitol, Room 3070

Sacramento, CA 95814

Shaina.Brown@sen.ca.gov