

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
OFFICE ASSISTANT  
REPUBLICAN CAUCUS**

**BASIC FUNCTIONS:**

Under the direct supervision of the Senate Republican Caucus Communications Director, the office assistant will work directly with the Senate Republican Caucus Communications Office to develop relevant content for social media. The Office Assistant will serve as the Graphics Designer/Multi-Media Specialist.

**DUTIES:**

The ideal candidate will be able to work in a fast-paced, professional environment; be self-motivated to work as part of a team on behalf of the California State Senate Republican Caucus; and work extended hours when necessary. The Graphics Designer/Multi-Media Specialist will work on a wide variety of graphic design projects from social media graphics, promotional materials, logos, and other digital graphic design elements.

The entry level Graphics Designer/Multi-Media Specialist is responsible for identifying storytelling opportunities and creating and distributing digital content in support of the California State Senate Republican Caucus. Candidate should be organized, motivated, and able to complete assigned projects in a fast-paced environment.

**POSITION QUALIFICATIONS:**

Strong oral and written communication skills are essential in addition to proficiency in Excel, PowerPoint, Word are required. Adobe Suite preferred--most notably Photoshop, Illustrator, InDesign and Lightroom suites. The incumbent to also have marketing creativity, internet and social media proficiency, and multi-tasking abilities and Experience in public policy, government considered a plus. Finally, the incumbent must be capable of meeting deadlines and adjusting workflow to compensate for current workload.

**EDUCATION:**

High School Degree required. Bachelor's degree preferred with area of study: Marketing, Marketing Communications, Graphic Design, Business Administration, or related field.

**PAY RANGE & FILING DATE:**

Salary starts at \$2,552 per month. Applications will be accepted until position is filled.

**SUBMIT COVER LETTER, RESUME, SAMPLE GRAPHICS, AND  
CORRESPONDING SOCIAL MEDIA POST AND SENATE EMPLOYMENT  
APPLICATION TO:**

Hector Barajas, Communications Director, California Senate Republican Caucus at  
Hector.Barajas@sen.ca.gov.