

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
POLICY ANALYST
OFFICE OF SENATOR NANCY SKINNER**

BASIC FUNCTIONS:

Under the direction of the Senator, reporting to the Chief of Staff through the District Director, the Policy Analyst is responsible for coordinating with Capitol staff to develop and implement a communications strategy for the Senator and the Senate District 09 office. Responsibilities include managing Senator's social media presence, drafting press releases, talking points, op-eds, e-alerts, and social media posts; monitoring the news environment for relevant issues for Senator; and pitching stories to reporters. Outstanding expressive and writing skill, and the ability to communicate clearly and concisely under tight deadlines is required. This position is based in the Oakland district office.

The Policy Analyst will also serve as Senator's eyes and ears in the district responding to constituent correspondence and calls, tracking legislation and developing relationships with key constituents, opinion leaders, community organizations, and local governments.

DUTIES:

The Policy Analyst will perform a variety of media duties including: coordinating with SD 09 staff, researching issues, developing recommendations, and presenting them to the Senator, Chief of Staff and/or District Director. Generating media interest in the Senator's legislative package through e-mail outreach, targeted pitch calls, and press conferences will be essential. Other duties will include establishing positive relationships with the media, writing and distributing news releases and 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.

Duties will also include responding to constituent communications and casework via phone, email and mail, acting as a liaison between state departments and constituents and between the office and local constituencies, organizing community events, representing Senator Skinner at functions in the district, and other duties as required.

KNOWLEDGE OF:

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

ABILITY TO:

Ideal candidates will be a team player, have excellent interpersonal abilities, strong writing, and customer service skills. Some nights and weekends required. Position is based in District Office in Oakland, CA. **BILINGUAL CANDIDATES ENCOURAGED TO APPLY.**

POSITION QUALIFICATIONS:

A Bachelor's Degree and legislative experience are preferred.

SALARY & FILING DATE:

Salary starts at \$5,628 per month. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION TO:

Tasha Henneman, District Director: Tasha.Henneman@sen.ca.gov and,
Senate Rules Committee at: Senatehumanresources@sen.ca.gov