

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
PRESS SECRETARY  
OFFICE OF SENATOR BILL DODD**

**BASIC FUNCTIONS:**

Under the direction of the Chief of Staff, the Press Secretary's responsibilities include drafting press releases, talking points, op-eds, e-alerts, social media, other external communications and pitching stories to reporters. The position requires strong project management skills and the ability to effectively coordinate and communicate with legislative staff, representatives of government entities, advocates, the media, and the public. Outstanding writing skills and the ability to communicate clearly and concisely under tight deadlines are required. **This position is based out of the district office.**

**DUTIES:**

Under the direction of the Chief of Staff, the Press Secretary will perform a variety of communications duties including: writing and distributing news releases, preparing talking points for public appearances, researching issues, developing and presenting recommendations, updating content of Senator's state web page and social media, generating media interest in the Senator's legislative package through outreach, and compiling daily clips and other news stories of interest. The Press Secretary will represent the Senator at public events and sundry meetings, as well as staff the Senator as needed. The position will assist constituents, respond to the public, and organize press conferences and other events. Evening and weekend work, along with travel around the district will be required. The Press Secretary must have a willingness to become a "Jack or Jill of all trades" and take on other duties as assigned.

**POSITION QUALIFICATIONS:**

Candidates must possess outstanding written and oral communication skills, as well as strong attention to detail. Candidates must have the ability to independently manage a substantial workload under strict deadlines (requiring working nights and weekends as necessary); analyze complex legislative proposals and succinctly communicate the policy implications, both orally and in writing; demonstrate initiative and creativity in addressing challenges, while exhibiting maturity, quick and positive judgment, and professionalism. Familiarity with Senate District 3 and proper communications strategy and practices is desirable. Experience and knowledge of the Legislature and legislative process is desirable. The ability to assess the implications of news stories and public statements on legislative priorities of the Member is essential. The ideal candidate will be able establish and maintain cooperative and effective working relationships with staff, the media, and the general public.

**SALARY AND FINAL FILING DEADLINE:**

Salary range starts at \$6,392 per month. Applications will be accepted until the position is filled.

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

Ezrah Chaaban, Chief of Staff, Office of Senator Bill Dodd at [ezrah.chaaban@sen.ca.gov](mailto:ezrah.chaaban@sen.ca.gov).