

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
EXECUTIVE STAFF DIRECTOR  
SENATE REPUBLICAN CAUCUS**

**BASIC FUNCTIONS:**

Under the direction of the Caucus Chief of Staff, the Executive Staff Director will serve as the Communications Director responsibilities include serving as a key advisor to the Senate Republican Caucus on media strategy, communications and messaging.

Oversees Caucus communications staff, including writers, outreach staff, social media and web staff in the production of communication products for the Caucus and its Members.

**DUTIES:**

The Executive Staff Director (Communications Director) will collaborate on the development and implementation of a communications strategy to advance the Caucus and individual Member agendas. Also responsible for overseeing the planning and execution of Caucus and Member-driven media events. Along with the Press Secretary, will provide input and guidance on messaging for reporter inquiries, media strategy, crisis communications and social media while maintaining quality control for all products and ensuring all products and services are consistent with Caucus objectives and messaging. Working with the Caucus staff, the Communication Director coordinates the production of all written press materials for the Caucus, including speeches, talking points, op-eds, press releases, social media posts and e-contacts. Additional duties include ensuring that Caucus websites and social media platforms are continually updated with latest press materials. The Communications Director must also maintain close working relationships with Caucus Directors of Policy and Fiscal to ensure Communication materials are consistent with caucus positions.

**KNOWLEDGE OF:**

As member of Republican Leader's "Senior Staff," the Communication Director must have the experience to provide input on wide variety of legislative and political issues. 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. Having up-to-date knowledge of FPPC regulations and Senate Rules committee requirements governing state mail is also required.

**SKILLS DESIRED:**

Candidates must possess outstanding written and oral communication skills, as well as an attention to detail. The ability to assess the implications of news stories and public statements on legislative priorities of the Senate Republican Caucus is essential. The ideal candidate will be able establish and maintain cooperative and effective working relationships with Caucus staff, the media, and the Members of the Senate Republican Caucus and their individual staffs.

**SALARY AND FINAL FILING DEADLINE:**

Salary range starts at \$9,712 per month. Applications will be accepted until the position is filled.

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

Kevin Bassett, Chief of Staff  
Senate Republican Leader Patricia Bates  
State Capitol, Room 305  
Sacramento, CA 95814