

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PRESS SECRETARY
OFFICE OF SENATOR ANDY VIDAK**

BASIC FUNCTIONS:

Under the supervision of the Chief of Staff, the Press Secretary will serve as the Communications Director and act as the principal spokesperson for Senator Andy Vidak, who represents California's 14th Senate District. The Communications Director serves as the primary liaison between the Senator and the press, other media organizations and entities as necessary. The person is also responsible for developing proactive and creative press and social media strategies to articulate the Senator's legislative priorities.

DUTIES:

Duties for the Communications Director will include developing and executing strategic communications programs to articulate the Senator's district and legislative priorities to the general public. The incumbent will also be responsible for managing media and public relations strategies, including preparing press materials and responding to media requests. The person is also responsible for representing the Senator in public venues and/or serving as a media representative and spokesperson as required while overseeing online and communications strategies, including an e-newsletter, website, Facebook and Twitter.

EDUCATION:

High School Diploma required. Bachelor's degree preferred.

POSITION QUALIFICATIONS:

Candidates must have experience managing broad-based communications and media relations programs, as well as conceptualizing and drafting opinion editorials, letters, e-newsletters, etc., in addition to having a strong understanding of the California legislative process. It is also important for candidates to work well in a team environment and have excellent relationships with a diversity of media in addition to exceptional communication skills. Strong graphic design skills are preferred. Ideal candidates will have significant (at least 3 to 5 years) working in media relations and/or the media.

SALARY & FILING DEADLINE:

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

SUBMIT COVER LETTER, RESUME, AND THREE WRITING SAMPLES TO:

jim.kjol@sen.ca.gov