

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE/COMMUNICATIONS AIDE
OFFICE OF SENATOR HENRY STERN**

BASIC FUNCTIONS:

Under the direction of the Senator and the Chief of Staff, the Legislative/Communications Aide's responsibilities include drafting press releases, talking points, op-eds, e-alerts, social media posts and pitching stories to reporters. Outstanding writing skills and the ability to communicate clearly and concisely under tight deadlines is required. Will also take responsibility for a few of the Senator's legislative proposals, working with policy committee staff, legislative staff, lobbyists and advocates. The Legislative Aide will also assist with responses to constituent inquiries is responsible for background work related to legislation supported by the Senator.

DUTIES:

Under the direction of the Senator and the Chief of Staff, the Legislative/Communications Aide will perform a variety of legislative and communications duties including: researching issues, developing recommendations, and presenting them to the Senator and other staff members. Generating media interest in the Senator's legislative package through e-mail outreach, targeted pitch calls, and press conferences will be essential. Other duties may include writing and distributing news releases, 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. Will also prepare background materials, talking points, and hearing and floor statements, and may be required to accompany the Senator to events or represent the Senator at events.

KNOWLEDGE OF:

The ideal candidate will be familiar with the State legislative process, bill development and media practices.

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 Member is essential, and the ideal candidate will be able establish and maintain cooperative and effective working relationships with staff, the media, and the general public. The ideal candidate is creative; detail orientated, and is able to handle multiple projects and work well, individually and collaboratively, with a variety of people.

SALARY AND FINAL FILING DEADLINE:

Salary range starts at \$3548 per month, plus benefits. Applications will be accepted until the position is filled.

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

Elizabeth Fenton, Chief of Staff
State Capitol, Room 5108
Sacramento, CA 95814
Elizabeth.fenton@sen.ca.gov