

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE
OFFICE OF SENATOR TONY MENDOZA**

BASIC FUNCTIONS:

Under the direction of the Senator, reporting to the Chief of Staff through the District Director, the Legislative Aide will serve as the Communications Director. The Communication Director is responsible for all communication activities for Senator and the Senate District 32 office. Responsibilities include 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 Cerritos district office.

DUTIES:

The Communications Director will perform a variety of media duties including: coordinating with SD 32 staff, researching issues, developing recommendations, and presenting them to the Senator. 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.

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.

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 to establish and maintain cooperative and effective working relationships with members of the media, staff, and the general public.

SALARY AND FINAL FILING DEADLINE:

Salary range starts at \$3,548 per month but depends on qualifications. Applications will be accepted until the position is filled.

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

**ana.perez@sen.ca.gov (District Director) and, Senate Rules Committee at
Senatehumanresources@sen.ca.gov**