

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
POLICY ANALYST (COMMUNICATIONS DIRECTOR)  
OFFICE OF SENATOR HOLLY J. MITCHELL**

**BASIC FUNCTIONS:**

Under the supervision of the Chief of Staff, the Policy Analyst will serve as the Communications Director acts as the principal spokesperson and media strategist to the State Senator representing California's 30th Senate District. The Communications Director serves as the primary liaison between the Senator and external parties, press, organizations and other entities as necessary. The person is responsible for developing 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 campaigns to articulate the Senator's legislative, budget and district priorities to the general public, in addition to 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 Facebook, Twitter, LinkedIn, and Instagram.

**KNOWLEDGE OF:**

Candidates must have experience managing broad-based communications and media relations programs, as well as conceptualizing and drafting opinion editorials, letters to the editor and media pitches, and a strong understanding of the California legislative process. It is also important for candidates to have excellent relationships with relevant mainstream and ethnic media in addition to exceptional communication skills. Fluency in Spanish and graphic design skills are strongly preferred.

**EDUCATION:**

Bachelor's degree required. Master's degree preferred.

**PAY RANGE & FINAL FILING DEADLINE:**

Salary starts at \$5,628 per month. Applications will be accepted until position is filled

**SUBMIT COVER LETTER, RESUME, REFERENCES, THREE WRITING SAMPLES,  
AND SENATE EMPLOYMENT APPLICATION TO:**

Tiffani Alvidrez, Chief of Staff at [Tiffani.Alvidrez@sen.ca.gov](mailto:Tiffani.Alvidrez@sen.ca.gov)