

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
PRESS SECRETARY
OFFICE OF SENATOR JOHN M. W. MOORLACH**

BASIC FUNCTIONS:

Under the direction of the Senator and the Chief of Staff, Press Secretary responsibilities will be expansive and require a communications plan that promotes Senator Moorlach's brand in his Costa Mesa district office.

DUTIES:

Under the direction of the Senator and the Chief of Staff, the basic functions of the Press Secretary include drafting press releases, talking points, op-eds, email alerts, maintaining a set of rigorous social media platforms, as well as building relationships with reporters. Outstanding writing skills and the ability to communicate clearly and concisely under tight deadlines are required. There will also be a certain level of supervision over other staff in their district efforts or in representing the Senator at meetings, events, and other relevant functions.

KNOWLEDGE OF:

The candidate should have a knowledge of State legislative processes as well as a firm grasp of district constituencies, stakeholders and priorities. A minimum of 2 years' experience with organizational communications, preferably in a political setting are preferred with a keen eye and sensitivity to assessing the implications of news stories and public statements on legislative priorities.

SKILLS DESIRED:

With the dynamics of a district office, it is imperative to have cooperative and effective working relationships with staff, media, stakeholders, and the general public, as well as excellent project management skills, with the ability to lead and manage multiple time-sensitive projects under tight deadlines.

SALARY AND FINAL FILING DEADLINE:

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

SUBMIT COVER LETTER, RESUME, MOCK MEDIA CAMPAIGN AND SENATE APPLICATION TO:

Lance Christensen, lance.christensen@sen.ca.gov