

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
COMMUNICATIONS COORDINATOR/PRESS SECRETARY  
OFFICE OF SENATOR SKINNER**

**BASIC FUNCTIONS:**

Under the direction of the Senator and the Chief of Staff, the Communications Coordinator/Press Secretary responsibilities include developing communications and outreach strategy, 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.

**DUTIES:**

Under the direction of the Senator and the Chief of Staff, the Press Secretary will perform a variety of communication and media duties including: researching issues, developing recommendations, and presenting them to the Senator and other staff members, and facilitating communication and outreach with key in-district organizations and leaders. 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 district and constituent communications, 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.

**KNOWLEDGE OF:**

The ideal candidate will be familiar with the State legislative process, bill development and budget approval process, and proper journalistic and media practices. Familiarity with the committee and leadership structure and inter-relationships in the California Legislature 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 establish and maintain cooperative and effective working relationships with staff, the media, and the general public.

**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, WRITING SAMPLE, AND SENATE APPLICATION TO:**

ca.sdnine@gmail.com