

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
DISTRICT COORDINATOR  
OFFICE OF SENATOR BEALL**

**BASIC FUNCTIONS:**

Under the direction of the Senator and the Chief of Staff, the District Coordinator will act as the communications director in the Senator's Capitol Office. As such, responsibilities include handling press inquiries and media interactions, writing and issuing press releases, managing social media for the district, and developing media strategies for the member's legislation and district priorities. Outstanding writing skills and the ability to communicate clearly and concisely under tight deadlines is required. The District Coordinator (Communications Director) will also assist with responses to constituent inquiries and phone calls regarding legislation and is responsible for all background work related to legislation supported by the Senator.

**DUTIES:**

Under the direction of the Senator and the Chief of Staff, the Legislative Director and the District Director will generate media interest in the Senator's legislative priorities through targeted email outreach and pitch calls, online media outlets and press conferences. 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. The District Director 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 budget approval process, and proper journalistic and media practices. Familiarity with the committee and leadership structure and interrelationships in the California Legislature is essential.

**ABILITY TO:**

Candidates must possess excellent communication skills, analytical skills, and knowledge of the legislative process. 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.

**EDUCATION:**

Bachelor's degree required.

**PAY RANGE & FINAL FILING DEADLINE:**

Salary starts at \$ 5496 per month plus benefits. Applications will be accepted until position is filled.

**SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE  
EMPLOYMENT APPLICATION TO:** [Tania.Dikho@sen.ca.gov](mailto:Tania.Dikho@sen.ca.gov)