



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Republican Caucus

Classification: Associate Consultant

Posted: December 29, 2023

The Assembly Republican Caucus is looking for a dynamic, creative, full-time Associate Consultant who will serve as a Communications Assistant for the Assembly Republican Leader and Caucus Members. The Communications Assistant will support the communications team in developing press materials for the Leader and other Caucus Members, including, but not limited to, press releases, scripts, op-eds, and content for social media. Additionally, they will provide support to the communications team for large-scale media events and Caucus-wide communications campaigns. Located in Sacramento, this full-time, salaried position is ideal for someone who is a news junkie, enjoys pitching news ideas and is highly engaged in the California legislative process. The Assembly salary range for this classification is \$3,932 to \$10,011. The successful candidate's salary for this position is anticipated to be between \$3,932 and \$4,900 monthly.

Essential Job Functions:

- Assist communications team as needed for large-scaled press events and other Caucus events
- Identify breakings news and look for opportunities where Members can engage with the story
- Draft press materials for Caucus Members, including press releases, op-eds, etc.
- Help with generating new content for Caucus Members, including talking points and graphics
- Analyze and track social media metrics for Caucus Members
- Write scripts for social media videos and draft content social media posts, while monitoring social media channels for new trends

Job Requirements:

- 1+ years' experience in communications, journalism, government relations, grassroots organizing, nonprofit, or related experience
- Ability to handle multiple assignments in a high-intensity environment
- Ability to work as part of a team in a fast-paced atmosphere
- Ability to work extended hours when necessary POSTED 12/14/23
- Ability to travel throughout the state for events, as needed
- Bilingual (English/Spanish) preferred but not required
- Video editing and graphic design skills are a plus

Contact: To apply, please submit your resume to Emily Sissell at: Emily.Sissell@asm.ca.gov.