



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Republican Caucus

**Classification:** Associate Consultant

**Posted:** June 30, 2021

The Assembly Republican Caucus is looking for a talented, full-time Associate Consultant to work as a Writer who thrives in a fast-paced political environment and is passionate about writing and content creation. This position involves working closely with our Member Offices, and is responsible for the editing and creation of content & materials used across all communication outlets, including print, digital and social media platforms.

This position requires an excellent storyteller who is comfortable creating content in a variety of tones to appeal to various audiences.

### **Responsibilities**

- Perform research on different topics
- Analyze and interpret findings by breaking down data
- Uncover newsworthy stories
- Editing materials used by Member Offices across all print and communication outlets
- Write content in a variety of tones as directed by our team and Member Offices
- Ensure your pieces and material are accurate and error free
- Maintain notes in written or electronic form
- Contribute to content idea generation
- Stay up-to-date with local, national and international affairs
- Perform and assist with any activities assigned

### **Requirements**

- Proven work experience as a writer or reporter preferred

- Demonstrable portfolio of published articles or writing examples
- Computer proficiency (MS Office, Word, digital editing, web search and databases)
- Excellent attention to detail and superior writing, communication and interpersonal skills.
- Experience drafting press releases, op-eds, backgrounders, fact sheets, action alerts, blog posts, etc., or constituent communications, including mail, letters, e-blasts and verbal communications preferred
- Ability to follow strict deadlines and fact-check information
- Good observation skills
- Strong editing skills
- Bachelor's degree in communications, journalism or political science/public policy or related field preferred

**Contact:** Please submit your cover letter, writing samples and resume to Robert Hanna at: [Robert.Hanna@asm.ca.gov](mailto:Robert.Hanna@asm.ca.gov).