



**POSITION QUALIFICATIONS:** Candidates must have experience managing broad-based communications and media relations programs, as well as conceptualizing and drafting opinion editorials, letters, e-newsletters, etc., in addition to having a strong understanding of the California legislative process. It is also important for candidates to work well in a team environment and have excellent relationships with a diversity of media in addition to exceptional communication skills. Strong graphic design skills are preferred. Ideal candidates will have significant (at least 3 to 5 years) working in media relations and/or the media.

**WORKING CONDITIONS:** Work is mainly performed in an office environment, but the Communications Aide will often need to attend and participate in meetings and public functions out of the office including evenings and weekend events.

**SALARY & FILING DEADLINE:** Salary will commensurate with experience. Applications will be accepted until position is filled.

**Contact:** Submit cover letter, resume and three writing samples to Chris Wilson at [chris.wilson@asm.ca.gov](mailto:chris.wilson@asm.ca.gov).