



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Republican Caucus

Classification: Associate Consultant (Communications Assistant)

Posted: April 11, 2023

Monthly Salary: \$3,932 to \$5,834

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 for 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.

Essential Job Functions:

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

Qualifications and Experience

- 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
- Bilingual (English/Spanish)

Contact: Please submit your resume to Emily Sissell at:
Emily.Sissell@asm.ca.gov