



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Lee

**Classification:** Legislative Assistant (Communications Director)

**Posted:** April 19, 2023

**Monthly Salary:** \$3,932 to \$10,011

Assemblymember Alex Lee is seeking a Communications Director to work in his Capitol Office in Sacramento. The Communications Director will manage communications and media outreach, as well as develop and execute the member's strategic communications plan with regard to press events, social media platforms, and mass constituent communications. Responsibilities include providing information to media outlets, constituents, and the general public about the Assemblymember's legislative, budget, and district priorities. Other duties include preparing press materials, social media content, and media talking points, as well as handling media inquiries and relationships. Candidates should have prior media experience, knowledge of social media platforms, and strong writing skills. Need to be able to work independently, but also thrive in a fast-paced, collaborative team environment. Position involves weekend work, flexible hours, and travel to the district when needed. Bilingual/Mandarin skills a plus. Graphic design skills are strongly preferred but not required. Salary commensurate with experience with significant experience needed for the upper salary range.

**Contact:** Please submit a cover letter, resume, and 2 writing samples to [Allison.lim@asm.ca.gov](mailto:Allison.lim@asm.ca.gov).