



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Wallis

**Classification:** Legislative Assistant (Communications)

**Posted:** December 20, 2023

Assemblymember Wallis is seeking a Legislative Assistant with a focus on communications work. The position will be located in the Capitol Office in Sacramento. The successful candidate will develop and support communications materials and strategy, as well as implement 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, along with overseeing the Member's legislative package. Candidates should have media experience, knowledge of social media platforms, strong writing skills, and legislative experience. Need to be able to work independently, but also thrive in a fast-paced, collaborative team environment. The Assembly salary range for the Legislative Assistant classification is \$47,184 - \$120,132 annually. The successful candidate's salary for this position is anticipated to be established between \$47,184 - \$70,200 annually, depending on experience.

**Contact:** Please submit resume and two writing samples to Chief of Staff Francis.Barraza@asm.ca.gov.