



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Republican Caucus

Classification: Associate Consultant – Communications

Posted: April 8, 2026

Location: Sacramento, CA

The Assembly Republican Caucus is seeking a full-time Associate Consultant - Communications Assistant to support daily communications operations.

This entry-level role assists with drafting digital content, supporting rapid-response execution, and monitoring legislative activity for messaging relevance. The position may also assist with basic photo and video capture as needed. This role requires accuracy, strong follow-through and the ability to take direction and turn work around quickly.

The Communications Assistant reports directly to the Press Secretary and works in coordination with communications staff, caucus staff, and Member offices.

Primary Responsibilities:

- Draft and publish social media content across multiple platforms under supervision of senior staff
- Manage platform back-end functions, including uploading, formatting, scheduling and reviewing basic engagement metrics
- Format and proofread digital materials prior to publication
- Support real-time rapid-response content during legislative proceedings
- Monitor hearings, floor sessions, and public statements for communications relevance
- Conduct fact verification using primary source materials
- Assist with basic photo or video capture during events as assigned
- Coordinate with design staff to align written content with visuals
- Prepare and distribute digital email communications as assigned
- Maintain organized archives of communications materials

Required Qualifications:

- Bachelor's degree in Communications, Political Science, Journalism, Public Administration, or related field
- Strong writing fundamentals
- Ability to produce accurate written material under tight deadlines
- Attention to detail
- Ability to follow editorial direction and revise work promptly
- Professional judgment and discretion
- Ability to manage multiple assignments
- Willingness to work extended hours during legislative session as needed
- Proficiency in Microsoft Office and major social media platforms

Preferred Qualifications:

- Work experience in communications, journalism, public affairs, or legislative offices
- Working familiarity with digital photography or video capture
- Familiarity with California state government or with the state legislative process

Compensation:

Salary Range: \$5,417/month - \$7,845/month

Position is expected to be filled at/near the beginning of the range. Includes full California State Assembly benefits.

Contact:

Email your resume and cover letter to: George.Andrews@asm.ca.gov.
Subject Line: Associate Consultant, Communications Assistant Application

No phone calls or walk-ins, please.