



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Speaker Rivas

Classification: Associate Consultant (Communications Assistant)

Posted: November 12, 2025

Duties and Responsibilities: The Communications Assistant works on a variety of tasks in the Speaker's office, including but not limited to: writing announcements, releases and briefings; organizing and producing in-person events and press conferences; producing social-media content, talking points and digital articles; preparing media clips and reports, and supporting member offices with communications assets. We're looking for candidates with more than two years of communications or media experience. This is a fast-paced office that often navigates "rapid response" deadlines, so strong intra-office communication and being cool under pressure is key. Experience in the California State Legislature or government is a plus.

Skills Desired:

- You possess experience organizing and producing a press conference and in-person event
- You have experience brainstorming, developing, creating and distributing media releases, social media content and communications campaigns
- You can write smart copy on tight deadlines for a variety of platforms
- You are organized, reliable and always hit deadlines

Salary: The successful candidate's annual salary for this position is anticipated to be between \$5,417 - \$8,876. Significant relevant and legislative experience in similar role needed to reach the higher end of the range. Final salary commensurate with relevant experience.

Job Location and Final Filing Deadline: Position is based in Sacramento, California. Applications will be accepted until the position is filled. This position is on-site.

Contact: As part of your application, submit the following items to kelly.roberts@asm.ca.gov: a one-page resume, a 150 word note on why you are interested in the position, and either links or PDFs of three writing samples.