Democratic Communications Office

JOB OPENING

Associate Caucus Communications Consultant

Writer, editor, and creative consultant to the Assembly Democratic Caucus.

JOB DESCRIPTION

The Democratic Office of Communications and Outreach (DCO) is searching for an Associate Caucus Communications Consultant. Based in Sacramento, this position is responsible for creating, writing, editing and producing copy for a wide variety of print and digital products. The ideal candidate has excellent writing and editing skills and an intensive knowledge of how to utilize social media platforms to further outreach campaigns. An ideal candidate will also possess excellent communication skills and have knowledge of California and national policy issues, understand the organization and function of the California State Assembly, Legislature and the legislative process.

The Associate Caucus Communications Consultant will work closely with Regional Team members on outreach programs and develop innovative communications ideas for Assemblymembers within their assigned region. The preferred candidate should be able to work in a fast paced environment, manage multiple projects, understand social media platforms, work well in a team environment, accommodate extended work hours as necessary or when legislative functions dictate, and perform other related duties as assigned.

Outstanding benefits package; salary DOE. Please send resume to Priscilla.Torres@asm.ca.gov.

This position will be filled in the consultant series based on experience:

- Associate Consultant: $5,417 - $8,322 per month ($65,000 - $99,864 annually).

- The successful candidate's salary for this position is anticipated to be established between $5,417 - $6,666 per month ($65,000 - $80,000 annually).

BASIC FUNCTION:

Create, write, edit and translate material in a wide variety of print and digital products.

KNOWLEDGE OF:

- Microsoft Office programs; Outlook, Word, Excel, Powerpoint, various social media platforms.
- California and National political and policy issues.
- Organization and function of California State Government, Legislature and legislative process.
- Appropriate outreach for state government purposes.

ABILITY TO:

- To work in a fast-paced environment, manage multiple projects and work well in a team environment.
- Excellent writing, editing and communication skills.
- Work extended hours as necessary when legislative functions dictate.
- Other related duties as assigned.