



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Bauer-Kahan

**Classification:** Field Representative (Communications)

**Posted:** May 28, 2024 (Updated July 19, 2024)

Assemblymember Bauer-Kahan seeks a Communications/Field Representative based in her district office. Under the direct supervision of the Chief of Staff and the District Director, the Communications/Field Representative will develop and execute a strategic communications plan to inform constituents and general public of the Assemblymember's legislative, budget and district priorities, including developing media strategies, media relations, media events, constituent outreach, drafting talking points, monitoring relevant media sources, and managing the Member's social media presence and performing other communication-focused tasks.

This work will include preparing press materials, writing newsletters, drafting op-eds, social media content, constituent communications, and message points for the Assemblymember's use. In addition to managing media and public relations strategies, candidates must be proactive and creative in disseminating information to the public, including creating graphics for various print and digital projects.

Candidates must be able to produce top level products under short deadlines. Responsibilities will also include serving as a liaison between the district (constituents, local elected officials and organizations) and the Member by maintaining an awareness of and involvement in district affairs and issues. This staff member will assist with various legislative duties, including engaging in constituent casework, staffing and appearing on behalf of the Member at events, maintaining professional relationships with community stakeholders and local leaders, meeting with constituents, and more.

Qualified candidate should possess strong written and oral communications skills, attention to detail and the ability to work independently, while thriving in a fast paced environment. Two to three years of experience in media relations, press relations, and social media management is essential, along with proficiency in Adobe Creative Suite, Canva, YouTube, Outlook, Word, Excel, and PowerPoint.

The ideal candidate will demonstrate the ability to work efficiently under pressure, meet deadlines, manage multiple concurrent projects and work extended hours as necessary. An interest in community engagement and outreach is desirable, and previous experience, volunteer or paid, in government, policy, advocacy, or nonprofit work is a plus but not mandatory. The salary range for this position is \$5,417 - \$7,845 monthly, with the exact compensation commensurate with experience.

**Contact:** Please send cover letter, a project example such as a press release, a social media graphic etc., along with a resume to: Michelle Henry, District Director at [michelle.henry@asm.ca.gov](mailto:michelle.henry@asm.ca.gov)