CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Mike Fong
Classification: Legislative Assistant
Posted: April 11, 2025

Assemblymember Mike Fong is seeking a Legislative Assistant (Communications). Based in the Capitol office, this position is mainly communications, but will also have some legislative responsibilities. This role will be the lead on writing and issuing press releases, media advisories and op/eds, coordinating interview or statement requests by the press, and handling social media. The Legislative Assistant (Communications) will also maintain and update the Assemblymember's website, work with legislative staff to develop media strategies for the Assemblymember's bills, monitor and coordinate responses to constituents who send letters or emails regarding legislation, help develop mailers and flyers for district events, write talking points, be the point person on certain issue areas and/or committees the Assemblymember sits on, and staff the Assemblymember in meetings and at events.

The ideal candidate has excellent writing and communications skills; knows how to use social media and design graphics for posts; understands or has experience with the legislative process; has experience working with ethnic media; and works well in a fast-paced, small team environment. Salary range is between $5,417-$7,845. Final compensation commensurate with relevant experience.

Contact: Please send resume, cover letter and writing samples to Sophia Kwong Kim at sophia.kwong@asm.ca.gov.