



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: California Assembly Republican Caucus

Classification: Press Secretary (Communications Director)

Posted: April 10, 2025

Overview:

The Assembly Republican Caucus seeks a full-time Press Secretary (Communications Director) with a proven ability to craft impactful messaging and develop effective communication strategies. This position is pivotal in communicating the Caucus's vision, proactively earning media coverage for the Assembly Republican Leader and Caucus, and shaping public perception of legislative priorities. The ideal candidate can craft and implement a compelling narrative across multiple channels while working collaboratively with legislators, Leadership, and staff.

Key Responsibilities:

- **Strategic Planning:** Develop, coordinate, and track a comprehensive communications and media relations plan.
- **Team Supervision:** Oversee a team of communications staff, providing leadership, direction, and professional development.
- **Content Creation:** Produce and edit a range of marketing and communications materials to highlight Member legislative priorities and other essential state government updates.
- **Social Media Management:** Create and curate content for various social media platforms to engage and inform constituents.
- **Media Relations & Outreach:**
 - Serve as on-the-record spokesperson for the Assembly Republican Caucus.
 - Establish and maintain relationships with media professionals.
 - Organize press events and manage press lists.
- **Rapid Response:** Monitor and address breaking news or emerging issues, ensuring swift, coordinated communications across all platforms.

Preferred Qualifications:

- Bachelor's degree in Communications, Journalism, Political Science/Public Policy, or a related field.
- Seven or more years of communications experience, ideally in politics, government or public policy.
- Proven track record of aligning communications with policy objectives.
- Experience drafting and executing communications and media plans for an organization.
- Demonstrated success in media relations and public spokesperson roles.
- Exceptional writing, communication, and interpersonal skills.
- Proficiency in organizing press events and managing multiple projects in a fast-paced environment.

Salary: The annual salary range for the classification of Press Secretary is \$96,384 - \$218,796 annually. *Significant experience is required to reach the higher end of the salary range.*

Contact: Please submit resume to Karrie.Watson@asm.ca.gov.