



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Asm. Gipson

**Classification:** Communications Aide

**Posted:** 02/07/2018

**SUMMARY:** Under the supervision of the District Director and Communications Director, the Communications Aide will serve as the Communications liaison for Assemblymember Mike A. Gipson, representing the 64th District. He/She will serve as the liaison between the Assemblymember and the press, other media organizations and entities as necessary. The person is also responsible for developing proactive and creative press and social media strategies to articulate the Assemblymember's legislative priorities.

**ESSENTIAL JOB FUNCTIONS/DUTIES:** Duties for the Communications Aide will include developing and executing strategic communications programs to articulate the Assemblymember's district and legislative priorities to the general public. He/She will also be responsible for assisting the Communication Director in managing media and public relations strategies, including preparing press materials and responding to media requests. This person is also responsible for representing the Assemblymember in public venues and/or serve as a media representative as required while assisting the Communications Director in overseeing online and communications strategies, including an e-newsletter, website, Facebook and Twitter. Other duties as assigned.

**EDUCATION:** Associate Degree in the field of communications, public relations or related field is required. A Bachelor's Degree in the related field of journalism, communications or public relations is desirable.

**POSITION QUALIFICATIONS:** Candidates must have experience managing broad-based communications and media relations programs, as well as conceptualizing and drafting opinion editorials, letters, e-newsletters, etc., in addition to having a strong understanding of the California legislative process. It is also important for candidates to work well in a team environment and have excellent relationships with a diversity of media in addition to exceptional communication skills. Strong graphic design skills are preferred. Ideal candidates will have significant (at least 3 to 5 years) working in media relations and/or the media.

**WORKING CONDITIONS:** Work is mainly performed in an office environment, but the Communications Aide will often need to attend and participate in meetings and public functions out of the office including evenings and weekend events.

**SALARY & FILING DEADLINE:** Salary will commensurate with experience. Applications will be accepted until position is filled.

**Contact:** Submit cover letter, resume and three writing samples to Chris Wilson at [chris.wilson@asm.ca.gov](mailto:chris.wilson@asm.ca.gov)