



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Sabrina Cervantes

Classification: Communications Director

Posted: March 19, 2024

Assemblymember Sabrina Cervantes is seeking a Communications Director based in her district office. Under the direct supervision of the District Director, the Communications Director 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, preparing press materials, social media content, constituent communications, message points for the Assemblymember's use. In addition to managing media and public relations strategies, candidates must be proactive and creative in getting information out to public including creating graphics for various print and digital and can produce under short deadlines while ensuring high levels of accuracy.

Qualified candidates should be proactive self-starters who possess strong written and oral communication skills, attention to detail and the ability to work independently, but also thrive in a fast-paced, collaborative team environment. The ideal candidate will be able to work efficiently and effectively under pressure, meet deadlines and work extended hours as necessary when legislative functions dictate. Bilingual skills are a plus. Candidates should have experience with Adobe Creative Suite, Canva, Outlook, Word, Excel, and PowerPoint.

The salary range for this position, Communications Director, is \$3,932 - \$10,011 monthly. It is anticipated that the successful candidate's salary will be between \$4,500/mo. to \$8,000/mo. Final compensation is commensurate with experience.

Contact: Please email a cover letter, writing sample and resume to Rachel Gonzaga, District Director, at Rachel.Gonzaga@asm.ca.gov, indicating "Communications Director" in the subject line.