

CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Republican Caucus **Classification:** Associate Consultant **Posted:** June 3, 2024

The Assembly Republican Caucus is looking for a dynamic, creative, full-time Associate Consultant who will serve as a key member of the Communications Department. The Associate Consultant will focus on building coalitions, securing third-party validators and enhancing the presence of the caucus and its Members on traditional and social media platforms. This position involves proactively developing new networks for communication opportunities, establishing relationships with local newspapers, and leveraging digital platforms for maximum outreach. The ideal candidate will be highly organized, an excellent writer, proactive, possess strong networking skills and have a keen understanding of optimizing engagement across various social media channels.

This full-time, salaried position is ideal for someone experienced in coalition building, enjoys engaging with diverse groups, and is committed to enhancing communication strategies. The Assembly salary range for this classification is \$3,932 to \$10,011. The successful candidate's salary for this position is anticipated to be between \$5,000 and \$6,667 monthly.

Essential Job Functions:

• Develop and maintain relationships with key stakeholders and coalition partners. Coordinate and manage events, meetings, and outreach activities to advance Caucus priorities.

• Draft and edit op-eds and opinion pieces for local media.

- Develop a network of surrogates to represent and promote the caucus goals at various public forums and media outlets
- Create and manage social media content to amplify the organization's initiatives and engage with a wider audience.
- Collaborate with other departments to integrate coalition-building efforts.

Job Requirements:

• 4+ years' experience in communications, journalism, government relations, grassroots organizing, nonprofit, or related experience

- Ability to handle multiple assignments in a high-intensity environment
- Ability to work as part of a team in a fast-paced atmosphere
- Ability to work extended hours when necessary
- Ability to travel throughout the state for events, as needed

• Ability to network effectively with public officials, advocates and constituents

Contact: Please submit your resume to Jim Stanley at: Jim.Stanley@asm.ca.gov