



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Republican Caucus
Classification: Associate Consultant
Posted: February 5, 2025

The Assembly Republican Caucus is looking for a talented, full-time Associate Consultant to work as the Deputy Press Secretary with the Proactive Communications Team. The ideal candidate thrives in a fast-paced environment and is familiar with legislative policymaking and California's political environment. This position involves working closely with our Member Offices and is responsible for the editing and creation of content & materials used across all communication outlets, including print, digital and social media platforms. This position requires an excellent storyteller who is comfortable creating content in a variety of tones to appeal to various audiences. The successful candidate's salary for this position is anticipated to be established between \$3,932 - \$10,011. It is anticipated that the position will be filled at the start of the range, or by transfer of an existing Assembly employee.

Responsibilities:

- Create content, including press releases, op-eds, and social media posts for Caucus and Member office platforms
- Assist with the planning and execution of press events
- Prepare and staff Members for press interviews and other events
- Support Caucus rapid response efforts
- Compile and distribute daily news clips
- Uncover newsworthy stories and contribute to content idea generation
- Stay up to date with local, state and national news
- Perform policy research on state issues
- Perform and assist with any activities assigned

Requirements:

- Demonstrable portfolio of published articles or writing examples
- Computer proficiency (MS Office, Word, digital editing, web search and databases)
- Excellent attention to detail and superior writing, communication and interpersonal skills.
- Experience drafting press releases, op-eds, backgrounders, fact sheets, action alerts, blog posts, etc.
- Proficiency with AP Style
- Strong editing skills and attention to detail
- Ability to follow strict deadlines and fact-check information
- Bachelor's degree in communications, journalism or political science/public policy or related field preferred

Contact: Interested individuals should send to resume and two writing samples to Jim.Stanley@asm.ca.gov