

Office: Assemblymember John Harabedian **Classification:** Legislative Assistant (Communications) **Posted:** December 11, 2024

Assemblymember John Harabedian has an opening for a Legislative Assistant (Communications) to work in his Capitol Office. Under the direction of the Chief of Staff and Legislative Director, the Legislative Assistant will perform a variety of duties including, but not limited to, staffing bills and policy committees, conducting policy related research, drafting talking points, fact sheets, and letters, meeting with stakeholders, advising the Assemblymember on specific issue areas, and general office duties as needed.

The Legislative Assistant will also manage communications and media outreach, as well as develop and execute the member's strategic communications plan. Duties include but not limited to being the lead in writing and issuing press releases, media advisories and op/eds, coordinating interviews and media inquiries by the press, handling social media, and writing speeches. Candidates should have media experience, knowledge of social media platforms, ability to use appropriate software for the creation of graphics, strong writing skills, and ability to analyze and understand key legislation and budget priorities/policy in California. Need to be able to work independently, but also thrive in a fast-paced, collaborative team environment. Salary range is between \$5,417 to \$7,845 per month.

Contact: Interested applicants should e-mail PDF documents of your resume, cover letter, and two writing samples that showcase your communication skills and experience relevant to the role to Chief of Staff: <u>Tom.Steel@asm.ca.gov</u> indicating "Legislative Assistant (Communications)" in the subject line.