

# Press Secretary

Office of Senator-Elect Gomez Reyes  
California State Senate | Sacramento or San Bernadino, CA



Salary Range: \$7,956 - \$12,422

Seniority Range: \$12,734 - \$15,138

Job Posted On: Nov-08-2024

Filing Deadline: Until Filled

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities, and meet the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

## **BASIC FUNCTIONS:**

Under the direction of the Senator and the Chief of Staff, the Press Secretary's responsibilities include developing communications and outreach strategy, drafting press releases, talking points, op-eds, e-alerts, and social media posts, pitching stories to reporters, and developing digital media campaigns and branding.

## **DUTIES:**

Under the direction of the Senator and the Chief of Staff, the Press Secretary will perform a variety of communication and media duties including researching issues, developing recommendations, and presenting them to the Senator and other staff members, and facilitating communication and outreach with key in-district organizations and leaders. Generating media interest in the Senator's legislative package through e-mail outreach, targeted pitch calls, and press conferences will be essential. Other duties may include writing and distributing district and constituent communications, news releases, talking points for public appearances, updating the content of the Senator's state web page, Facebook and Twitter accounts, and distributing daily clips and other news stories of interest.

## **DESIRABLE SKILLS AND KNOWLEDGE:**

The ideal candidate will be familiar with the State legislative process, bill development and budget approval process, and proper journalistic and media practices. Familiarity with the committee and leadership structure and inter-relationships in the California Legislature is essential.

## **EDUCATION AND QUALIFICATIONS:**

Bachelor's degree required. At least three (3) years legislative experience is required. At least five (5) years relevant experience is preferred. Please include verification of your degree with your completed application.

Candidates must possess outstanding written and oral communication skills, as well as attention to detail. The ability to assess the implications of news stories and public statements on legislative priorities of the Member is essential, and the ideal candidate will be able to establish and maintain cooperative and effective working relationships with staff, the media, and the general public.

Before being hired, candidates for this position may be required to participate in the Department of Motor Vehicle (DMV) Employee Pull Notice Program and must complete a DMV Form INF 1101, which authorizes the release of their driving record to the Senate Rules Committee. You must possess a valid California Driver's License with a clean driving record. In addition you are required to have proof of liability insurance at all times. NOTE: Information from your driving record will be shared with the hiring supervisor which may impact your hiring status.

If you are offered this position and you are vaccinated (for COVID-19), you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

## **LOCATION, SALARY AND FILING DATE:**

This position is located in Sacramento or San Bernadino, CA.

Final salary will be commensurate with experience and education. Seniority and significant experience are required to reach the higher end of the salary range.

Applications will be accepted until the position is filled.

## **BENEFITS:**

The Senate offers a competitive benefits package, which includes:

- Health
- Dental
- Vision

- California Public Employees Retirement System (CalPERS)
- 401(k) and 457 plans
- Flexible spending accounts

**HOW TO APPLY:**

Please use the "Apply Online" button above to apply.

A cover letter and resume are required in addition to the Senate application. **NOTE:** Please complete the Senate application in as much detail as possible. **Include all work history** for a complete review of your experience.

If you are unable to complete the online application, please email all required documentation to the contact listed below.

Senate Recruitment

[SenateRecruitment@sen.ca.gov](mailto:SenateRecruitment@sen.ca.gov)

*Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodation(s) if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding or requests for reasonable accommodations may be directed to Senate Human Resources at [SenateRecruitment@sen.ca.gov](mailto:SenateRecruitment@sen.ca.gov).*

*The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.*

Date Posted 11/08/2024