



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Wendy Carrillo

Classification: Legislative Assistant (Communications Director)

Posted: May 9, 2024

Assemblymember Wendy Carrillo is seeking an experienced Legislative Assistant (Communications Director). Under the supervision of the Chief of Staff, the Communications Director will be responsible for developing and executing effective messaging and communication strategies, social media efforts and a press plan to inform constituents and the public of the member's legislative and district priorities. This includes preparing press materials, social media management and content production, constituent communications, and talking points for the Assemblymember's use. Qualified candidates will be self-motivated, and have a proven ability to work effectively in a team-oriented, fast-paced, dynamic and deadline driven environment; reliable attention to detail; exceptional writing/editing; and strong interpersonal, verbal, and relationship building skills. Bilingual Spanish preferred.

Contact: Please send a cover letter, writing samples and resume to Chief of Staff: Edmundo.Cuevas@asm.ca.gov, indicating Legislative Assistant (Communications Director) in the subject line. The Assembly salary range for the classification of Legislative Assistant is between \$3,932 - \$10,011 monthly. The successful candidate's salary for this position is anticipated to be between \$4,500 - \$7,000 monthly. Significant relevant experience is required to reach the higher end of the salary range. Final salary will be commensurate with experience. The closing date for applying is May 24.