



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Republican Caucus

**Classification:** Associate Consultant

**Posted:** September 22, 2021

The Assembly Republican Caucus is looking for a talented, full-time Associate Consultant to work as a writer in a fast-paced political environment and that is passionate about writing and content creation. 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.

### **Responsibilities**

- Perform research on different topics
- Analyze and interpret findings by breaking down data
- Uncover newsworthy stories
- Editing materials used by Member Offices across all print and communication outlets
- Write content in a variety of tones as directed by our team and Member Offices
- Ensure your pieces and material are accurate and error free
- Maintain notes in written or electronic form
- Contribute to content idea generation
- Stay up-to-date with local, national and international affairs
- Perform and assist with any activities assigned

### **Requirements**

- Proven work experience as a writer or reporter preferred

- 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., or constituent communications, including mail, letters, e-blasts and verbal communications preferred
- Ability to follow strict deadlines and fact-check information
- Good observation skills
- Strong editing skills
- Bachelor's degree in communications, journalism or political science/public policy or related field preferred

**Contact:** Please submit your cover letter, writing samples and resume to Robert Hanna at: [Robert.Hanna@asm.ca.gov](mailto:Robert.Hanna@asm.ca.gov).