



Communications Assistant Job Description

Full Time: \$65,000 (annual salary), including health/dental insurance, participation in 401k and savings plans, and other benefits.

Starting Date: Immediate

The Office of Los Angeles County Supervisor Holly J. Mitchell is seeking to hire a driven communications professional who is passionate about public service to assist the Communications Team with key items that include, but are not limited to: copywriting for print, web, and social media, assisting with press conferences, and pitching to media. This person should have a general awareness of local government and elected officials and be able to respond quickly to support the office by developing content on breaking news.

RESPONSIBILITIES

- Support with the overall execution of the communications strategy and administrative needs of the Communications Team
- Support with creating written content on key issues impacting constituents and the Second Supervisorial District
- Handle frontline communications requests and inquires (e.g., creation of outreach materials, video requests, media interviews, etc.)
- Draft and edit briefing documents, presentations, and other materials
- Support with planning and executing public facing events
- Assist with capturing media clips and news stories, and media outreach
- Support with maintaining and helping to expand email database
- Perform other related duties and miscellaneous projects as assigned by the Chief Communications Officer and Communications Deputies

QUALIFICATIONS

- Motivated, reliable self-starter with excellent interpersonal skills
- Utilizes creative approaches to problem solving
- Experience prioritizing work to meet specific deadlines and anticipate department/organizational needs
- Demonstrated ability to work cooperatively as a team member
- Ability to build and maintain strong relationships with community partners
- Excellent writing and organizational skills
- Strong knowledge of Microsoft Word, Power Point, MS Excel, Outlook
- Bilingual preferred (fluent in Spanish & English)
- Bachelor's degree required
- Prior municipal, state, or federal experience a plus

All applicants will be considered for employment without regard to their race, religion, sexual orientation, gender identity, national origin, veteran or disability status. Applicants should send a resume, cover letter and writing sample in **one pdf document** to Lenee Richards at LRichards@bos.lacounty.gov. Please save file in the following format: First Name Last Name Resume.