



HOLLY J. MITCHELL

LOS ANGELES COUNTY SUPERVISOR ♦ 2ND DISTRICT

COUNTY OF LOS ANGELES CAREER OPPORTUNITY



COMMUNICATIONS ASSISTANT UNCLASSIFIED (SECOND SUPERVISORIAL DISTRICT)

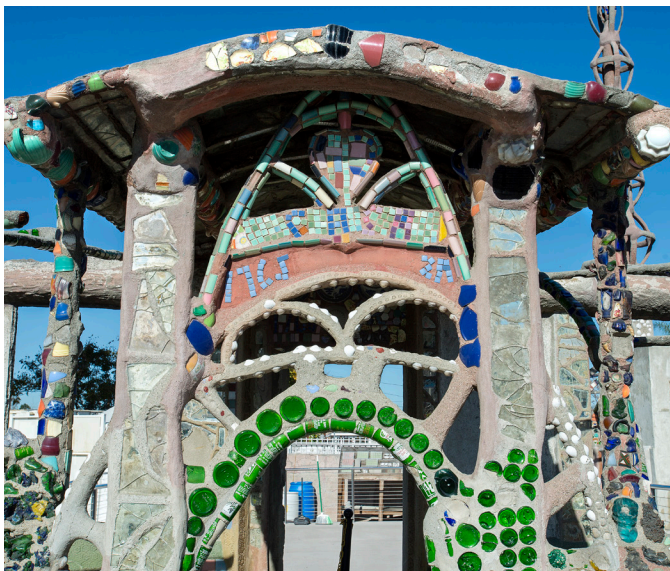
Filing Period:

February 3, 2022 – Until the needs are met

Annual Salary:

\$65,000.00

This recruitment will remain open until the needs of the Board Office are met.



THE COUNTY OF LOS ANGELES

The County of Los Angeles (County), listed as one of Forbes' Best Large Employers in 2019, serves a demographically and geographically diverse population of more than 10 million residents. The County operates with an annual budget in excess of \$36.5 billion for fiscal year 2021 - 2022. Over 110,000 employees in more than 37 departments provide vital and wide-ranging services to the public.

COMMUNICATIONS ASSISTANT

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 the overall execution of the communications strategy and administrative needs of the Communications Team through the following:

- Support with creating written content on key issues impacting constituents and the Second Supervisorial District
- Handle frontline communications requests and inquiries (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





MINIMUM REQUIREMENTS

- A bachelor's degree from an accredited college or university.

DESIRABLE QUALIFICATIONS

The Office of Supervisor Mitchell seeks qualified candidates with the following skills, abilities, and experience:

- Motivated, reliable self-starter with excellent interpersonal skills
- Utilizes creative approaches to problem solving
- Experience prioritizing work to meet specific deadlines and anticipating 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)
- Prior municipal, state, or federal experience a plus

COMPENSATION AND BENEFITS

Annual Salary: \$65,000.00

Starting annual salary will be dependent on qualifications and career accomplishments.

The County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

Retirement Plan - New appointees will participate in a contributory defined benefit plan.

Cafeteria Benefit Plan - The County funds its cafeteria plan using tax-free contribution of an additional 14.5% to 17% of the employee's monthly salary.

Non-Elective Days - Ten (10) paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

Flexible Spending Accounts - In addition to tax-free medical and dependent care spending accounts, the County contributes \$75 per month to an employee's dependent care spending account.

Savings Plan (401k) - Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Deferred Compensation Plan (457b) - Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Holidays - Thirteen (13) paid days per year.

HOW TO APPLY

This position will be open from February 3, 2022 until filled.

Please send a cover letter, resume, and a writing sample in one pdf document electronically to the contact indicated below. Please save file in the following format: First Name Last Name Resume, and send your interests to the following email address: **SD2Jobs@bos.lacounty.gov**

Selection Process:

Each candidate's employment background will be evaluated based on the information submitted to determine the level and scope of the candidate's qualifications for this position.

The resume should include any additional information which the candidate wishes to be considered.

Only the most highly qualified candidates, as determined by the screening process, will be submitted for consideration.

NOTE: Appointment to this position is contingent upon the satisfactory completion of background and reference checks.

An Equal Opportunity/ADA Employer