



HOLLY J. MITCHELL

LOS ANGELES COUNTY SUPERVISOR ♦ 2ND DISTRICT

Communications Fellow

40 hours per week – \$22.26 / Hourly

Starting Date – Immediate

End Date – August 2023

The Office of Los Angeles County Supervisor Holly J. Mitchell is looking for a driven and talented communications graduate student who is passionate about public policy and using the power of communications to provide timely information and resources to the over two million constituents of the Second Supervisorial District.

This position will assist the Chief Communications Deputy with executing the overall communications strategy which includes but is not limited to; drafting press releases and speaking points, responding and maintaining media lists and providing copy writing support as needed. The Communications Fellow will be primarily responsible for supporting with outreach and storytelling for the 2nd District Racial Justice Learning Exchange and executing the office's digital communications which includes social media engagement, maintaining the website, and maintaining the district newsletter.

Applicants should have experience discussing a wide range of issue areas and excellent writing skills. They should also have a proven ability to develop and follow-through on long-term digital engagement plans and be efficient at responding quickly and thoughtfully to timely and political topics.

Additional Qualifications:

- Current enrollment in a graduate school program
- Bilingual preferred (fluent in Spanish & English highly desired)
- Experience leading digital campaigns and outreach across various platforms
- Comfortable working in a fast-paced environment and with diverse teams
- WordPress and Google Analytics proficient
- Excellent writing and public speaking skills
- Graphic design and video development or animation experience is a plus
- Bachelor's Degree in Communications or a related field and professional experience

Los Angeles County is an equal opportunity employer. All applicants will be considered for employment without regard to their race, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

How to Apply: Applicants should send a resume, cover letter and writing sample in one pdf document to SD2Jobs@bos.lacounty.gov with the subject line: Communications Fellow