

Communications Deputy

Los Angeles County Board of Supervisors member seeks a Communications Deputy. The ideal candidate will think and write like a journalist, working with rapid turnover and deadlines. The Deputy must be proficient in new and social media as well as print and broadcast journalism. The candidate must be community-oriented and have a passion for policy and politics.

Duties and responsibilities:

- Pro-actively identify opportunities for new and social media coverage to raise awareness of the Supervisor's priorities and County activities, including current events and media stories, editorial board visits, op-ed placements, and conferences affecting the District.
- Handle all media inquiries, working with other communications staff, including arranging interviews, providing statements, and producing news releases.
- Monitor news media and social media coverage of the Supervisor and the District, including regular updates to the Supervisor's website and social media accounts.
- Optimize web and social media penetration.
- Manage the Supervisor's website, including a basic understanding of WordPress. Basic coding and graphics experience is preferred.
- Produce the Supervisor's Newsletter which is sent using SimpleSend.
- Draft and review speeches, talking points, briefing materials, articles, and op-eds.
- Understand the various District audiences and how to communicate appropriately with them.
- Have excellent relationship management and coalition building skills, both within the County and with external stakeholders.
- In coordination with staff, develop and oversees communications components of special projects.
- Coordinate consistent and continuous internal communications.
- Knowledge of a second language spoken in the District is preferred.
- Prioritize and handle multiple tasks in a fast-paced environment.
- Manage a demanding and unpredictable schedule.

Please submit resume, cover letter, brief writing sample, and salary requirements to ccastro@bos.lacounty.gov with "Communications Deputy" in the subject line.