

**OFFICE OF COUNCILWOMAN MONICA RODRIGUEZ
LOS ANGELES CITY COUNCIL DISTRICT 7
EMPLOYMENT OPPORTUNITY**

COMMUNICATIONS DIRECTOR

The Office of Councilwoman Monica Rodriguez is seeking a Communications Director to develop and lead the media and communications strategy. The Communications Director will communicate with the press by developing press releases and statements and maintain an online and digital media presence. The Communications Director will manage the Communications Deputy to effectively communicate the strategies and priorities of Councilwoman Rodriguez.

DESCRIPTION: Oversee messaging, press and public outreach, and social media promotion of Councilwoman Rodriguez's legislative and district based work. Manage media relations, including maintaining positive working relationships with the press, arranging interviews, press statements and photo-ops, writing press releases, letters to the editor and opinion articles, planning and executing press conferences. Manage weekly newsletter and digital media.

DUTIES:

- Reporting to the Chief of Staff and managing the Communications Deputy to develop communications strategies and media relations.
- Overseeing the management of the Councilwoman's social media channels (Facebook, Instagram, Nextdoor, YouTube, Flickr, etc.).
- Writing social media captions, newsletters, and talking points.
- Overseeing the development of videos, photography, fliers, banners, posters and social media graphics.
- Attending events, meetings, and other activities that the Council office is involved with to capture photos, videos.
- Formulating strategic plans to guide all communications initiatives including Legislative Agenda based on expanding reach and impact.
- Initiating contact with and responding to inquiries from print, radio, and television journalists.
- Pitching story ideas and providing information to generate positive media coverage.
- Planning and executing press conferences.
- Coordinating with all field staff to communicate district based work.
- Ability and willingness to work early mornings, evenings and weekends.
- Other duties as assigned.

REQUIREMENTS: The ideal candidate possesses an enthusiasm for making meaningful, sustainable change in Los Angeles and is a creative thinker, ready to work in a high-energy and openly collaborative work environment.

- A bachelor's degree, preferably in communications or a relevant field
- 3-5 years of work experience in communications, media relations or a related field
- Excellent editorial command, including strong written and oral skills
- Ability to work independently, handle multiple priority projects and meet deadlines and anticipate
- Prior experience working with Los Angeles City government

- Fluency in Spanish (both verbal and written) preferred
- Knowledge of the San Fernando Valley is preferred
- Knowledge in Canva, Capcut, Photoshop, Wordpress, Constant Contact, and Adobe Premier is a plus

SALARY: The annual base salary for this position is in the range of \$85,000 - \$100,000. The exact salary compensation will be based on skills and experience. Please submit a resume and cover letter to marie.rumsey@lacity.org with "COMMUNICATIONS DIRECTOR" in the subject line.

The position will remain open until sufficient applications have been received. This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.

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