



Job Announcement
Council District 7 -- Communications Deputy

The Job: The Office of Councilwoman Monica Rodriguez is seeking a Communications Deputy to support the Councilwoman's external communications, digital media, and strategic messaging work. The job provides candidates the opportunity to engage in the political communications and legislative process while working on the pressing issues facing the City of Los Angeles.

The Role: The Communications Deputy will be responsible for developing, implementing, and coordinating media strategy for the full range of community programming and projects for the Council Office. Responsibilities for the position include, but are not limited to:

- Working with the Communications Director to develop communications strategies and assist with media relations
- Managing the Councilwoman's website and social media channels (Facebook, Twitter, Instagram, Flickr, etc.)
- Drafting newsletters, press releases, op-eds, fact sheets, and talking points
- Leading the development of ads, videos, photography, and social media assets
- Helping with needs as they arise in a fast-paced political environment

The Candidate: The ideal candidate possesses a passion for making meaningful, sustainable change in Los Angeles and is a creative outside-of-the-box thinker, ready to work in a high-energy and openly collaborative work environment.

- Bachelor's Degree
- 2-3 years of work experience in communications, media relations or a related field
- Excellent written, verbal, and public speaking skills
- Ability to handle multiple assignments at once, work quickly and meet deadlines in a fast-paced environment
- Experience on a political campaign and fluency in reading and writing Spanish is a plus
- Fluency in Photoshop, InDesign, and Final Cut Pro is a plus

Contact: Email resume and two writing samples with subject 'Communications Deputy' to doug.tripp@lacity.org.

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. The City of Los Angeles is an Equal Employment Opportunity Employer. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities. Please call (213) 744-9300 if you need assistance.