



Digital Media/Staff Assistant

Rep. Kevin Mullin (CA-15) is seeking a **Digital Media/Staff Assistant** to join his Washington, D.C. office and serve an important role on the Congressman's communications team.

The **Digital Media/Staff Assistant** will report directly to the Communications Director, who is based in the District, and DC-based Chief of Staff, and will work collaboratively with all staff. The ideal candidate is creative and personable, works well under pressure, has a keen eye for detail, and has excellent writing and organizational skills. Candidates must have exceptional knowledge of proper grammar and punctuation, as well as demonstrated experience with graphic design and video editing software.

This position is split roughly 70/30 as a digital media/staff assistant. Digital media responsibilities include creating timely, personalized content to grow the Congressman's digital media presence and communicate his priorities. Administrative duties will include helping to answer phones, greet guests to the office, manage the internship program, and process tour requests.

Job duties include:

- Develop digital materials including taking photos, clipping/filming/editing videos and producing high-quality graphics (Adobe Premier Pro, Adobe Creative Suite and Canva);
- Draft written social media, web, and newsletter content;
- Assist with social media management including calendaring, posting, monitoring comments, and implementing audience engagement strategies;
- Post to digital platforms including website (WordPress) and constituent relationship/e-news tools (Indigov);
- Track digital analytics and develop monthly communications reports;
- Assist with drafting press materials as needed including news releases, op-eds, quotes, and talking points;
- Monitor media mentions and work with interns to compile daily news clips;
- Work with communications team to monitor trending legislative issues and district priorities;
- Assist with DC-based communications and work with district staff to help publicize constituent services and events;
- Provide general office assistance including greeting guests and answering constituent calls with professionalism and promptness;

- Oversee the internship program including hiring, training, and day to day management of interns;
- Organize and manage constituent tour requests and requests for flags flown over the Capitol;
- Perform general administrative assignments and special projects as assigned.

Education & Experience:

A bachelor's degree or equivalent work experience in communications or digital media is required. Ties to the San Francisco Bay Area and/or familiarity with California's 15th Congressional District are a plus.

Salary & Benefits:

The salary for this position is \$60,000. Among other benefits, the position offers health, vision, and dental insurance, 20 paid vacation days plus Federal holidays, paid sick leave, retirement benefits, transit or parking benefits, federal student loan repayment up to \$833 per month, paid parental and FMLA leave, and a flexible remote work policy out of session.

How to Apply:

To apply, please email **MullinCA15Employment@gmail.com** by August 13th with "Last Name: Digital Media/Staff Assistant" in the subject line and the following application materials attached as one combined PDF:

- Résumé
- Short cover letter
- 1 unedited writing sample on any topic
- 1 sample of written social media copy (280 characters, can be published or unpublished)
- 2 pieces of original digital media content (graphic designs, invitations, etc.)
- 1 original video (please link to a Google Drive file with open permissions)

Selected applicants will be invited to interview with the Communications Director and Chief of Staff, tentatively scheduled the week of Aug. 19-23.