**State of California**

**GOVERNOR’S OFFICE OF PLANNING AND RESEARCH**

**AND**

**CALIFORNIA STRATEGIC GROWTH COUNCIL**

Communications Officer

Exempt Classification: Staff Intergovernmental Program Analyst

Salary: $5,240 - $6,825 (monthly)

**Location: Sacramento**

The Governor’s Office of Planning and Research/California Strategic Growth Council is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, genetic identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), or sexual orientation of any person.

**GOVERNOR’S OFFICE OF PLANNING AND RESEARCH & CALIFORNIA STRATEGIC GROWTH COUNCIL**

The Governor’s Office of Planning and Research (OPR) and the California Strategic Growth Council (SGC) are both Cabinet-level State organizations.

**OPR** serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency.OPR operates a variety of programs and initiatives, hosts tools and clearinghouses, and leads a range of activities related to land use and community planning/development, climate adaptation and resilience, sustainable economic development, and long-range research. [www.opr.ca.gov](http://www.opr.ca.gov).

**SGC** coordinates and works collaboratively across state government and with public agencies, communities, and stakeholders to achieve sustainability, equity, economic prosperity, and quality of life for all Californians. SGC programs include Affordable Housing and Sustainable Communities (AHSC), Sustainable Agriculture Lands Conservation (SALC), Transformative Climate Communities (TCC), Climate Change Research (CCR), Community Assistance for Climate Equity (CACE), and Health and Equity Program (HEP), which is part of a multi-agency Health in All Policies (HiAP) Initiative. SGC also leads several collaborative policy initiatives to support sustainable, equitable community development and conservation practices in California. [www.sgc.ca.gov](http://www.sgc.ca.gov).

OPR and SGC are fast-paced, creative work environment that require staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor.

**SCOPE**

The Communications Officer is a full-time, exempt position that facilitates communications activities across the Governor’s Office of Planning and Research and the California Strategic Growth Council to implement a public communications strategy, develop communication content, maintain an organizational brand, and track communications-related data. Under the general direction and day-to-day supervision of the Deputy Director, External Affairs and Engagement will build productive relationships with colleagues, co-create and implement communication processes and procedures, and implement an editorial calendar to ensure timely, high-quality, consistent, on-brand communication about programs, publications, and policy work at these cabinet-level entities.

The Communications Officer must be an expert writer and editor and highly collaborative work style, and have a strong commitment to serving California’s diverse communities and geographies and creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences. The incumbent must have an ability to travel up to 15% of the time and occasionally work on evenings, weekends, and holidays. All travel requirements will be modified to reflect California Department of Public Health guidance regarding COVID-19.

**SPECIFIC DUTIES**

## Coordinate, Produce, Edit, and Maintain Content 40%

* Collaborate with program staff, communications staff, and leadership to develop, write, edit, and finalize an array of high-quality content such as website copy, case studies, people profiles, narrative for reports, press materials, social media, newsletters, eblasts, articles, talking points, etc.
* Lead the development, organization, and ongoing maintenance of a shared bank of this content

## Ensure that SGC and OPR Websites are Up-to-Date, Relevant, and Accessible 20%

* Work with program staff, leadership, and graphics/UI staff on website strategy
* Provide guidance on website design and organization, and messaging
* Support compliance with website accessibility requirements
* Implement a regular schedule for content updates

## Support Proactive and Responsive Media Engagement 10%

* Develop and maintain press lists
* Research reporters and outlets for proactive media engagement
* Serve as backup media contact
* Collaborate with program staff, leadership, and external partners to develop media materials and implement media strategies
* Maintain an up-do-date clearinghouse of media hits

## Organizational Functions 20%

* Support the development of, and implement organizational messaging and branding/visual identity for SGC and OPR and each of their programs.
* Support preparation of daily and weekly communications reports to the Governor’s Office
* Lead or co-lead the day-to-day implementation of organizational and project-specific editorial and production calendars
* Review an array of documents for clarity, flow, and compliance with organizational style guides
* Attend and contribute to all relevant staff meetings, retreats, and trainings.
* Serve as back-up communications contact with Governor’s Office communications staff
* Lead or support the planning and execution of events, workshops, and other meetings
* Lead or co-lead efforts to increase accessibility
	+ Build expertise on Americans with Disabilities Act document accessibility practices
	+ Co-create and implement strategies to translate communications materials
* Develop and/or maintain SGC and OPR Style Guides
* Monitor the SGC and OPR general delivery email accounts and direct inquiries to appropriate staff
* Lead the ongoing development and maintenance of OPR and SGC email lists
* Support the mentorship of student assistants, interns, and junior staff working with the Communications and External Affairs team

Administrative and Other Duties as Assigned 10%

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction and day-to-day supervision from the Deputy Director, External Affairs and Engagement. Works collaboratively with other OPR and SGC policy team and program staff. May mentor or supervise the work of interns, student assistants, or other contributing staff.

**DESIRABLE QUALIFICATIONS:**

In addition to evaluating each candidate's relative skills and abilities, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating applicants:

Minimum experience**:** Bachelor’s degree in communications, journalism, marketing, media studies, public policy, political science, urban planning or any related discipline and at least three years of relevant experience. An additional two years of relevant experience may be substituted for a Bachelor’s degree.

Specific Preferred Qualifications:

* Advanced writing and editing skills, including an ability to synthesize complex or technical information and ideas into clear and digestible content
* Strong ability to simultaneously coordinate and build collaboration across multiple programs, teams, staff (at all levels)
* Experience with web & social media content production (design skills not required)
* Sharp attention to detail and a love of editing
* Discretion around potentially politically sensitive topics
* Demonstrated interest in climate change, planning and community development, sustainability, social equity, or public health preferred
* Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.
* Photography and videography skills including editing (not required).
* Ability and flexibility to travel and effectively participate in site visits, public workshops, and meetings up to 15% of the time.

Willingness and ability to work occasionally on evenings, weekends, and holidays.

* Bilingual in English and one of California’s most spoken languages (Spanish, Chinese, Tagalog, Vietnamese, and Korean)

**COMPENSATION AND BENEFITS**:

The State of California benefit package may include:

* Retirement contributions into the California Public Employees’ Retirement System.
* Vacation and Sick Leave or Annual Leave
* Flexible work hours with prior agreement from Supervisor.
* Professional Development Days – two day per fiscal year
* Medical, dental, and vision insurance