



Press Secretary

Job description:

The Press Secretary will manage day-to-day press operations, draft communications materials, and coordinate Mayor Mahan's day-to-day media engagement.

Responsibilities:

The Press Secretary has the following responsibilities and duties:

- Help coordinate press around campaign events and announcements
- Serve as the on-the-record spokesperson for the campaign
- Draft and edit speeches, press releases, op-eds, statements, talking points, and rapid-response materials.
- Travel with Mayor Mahan as he campaigns across California
- Collaborate with policy, political, field and fundraising teams to execute the overarching campaign plan.

Requirements:

The Press Secretary should have the following skills, attributes, and experience:

- At least one cycle in a communications role on a federal or statewide campaign.
- Knowledge of California and national politics.
- Exceptional verbal, written, and interpersonal skills.
- A valid driver's license, access to a vehicle, and a willingness to travel frequently.
- Willingness to commit fully to the demands of a high-intensity statewide race, working nights, weekends, and holidays.



- Candidates with proficiency in Spanish and connections to in-state media are preferred.

How to apply: Please send your resume and cover letter to info@mahanforcalifornia.com with the subject line “[NAME] Press Secretary” as soon as possible.