



California Labor Federation, AFL-CIO – Job Announcement

COMMUNICATIONS SPECIALIST

Do you want to work for the California labor movement? Do you excel in writing and enjoy working in a dynamic, fast-paced environment? Are you interested in writing to different audiences about a bold agenda centered on economic justice? Are you seeking a creative opportunity to create content around issues that everyday working people care about?

Apply to work for the California Labor Federation and communicate to workers, union members, elected officials, the press, and the public about everything unions stand and fight for every day. The California Labor Federation represents over 1,200 affiliate unions in California that collectively represent 2.1 million union members in trucking, retail, hospitality, and other service sector jobs, janitorial, construction, health care, local and state government, education, arts and entertainment, warehousing and logistics, manufacturing, and a variety of other sectors.

Under the supervision of the Chief of Staff, the **Communications Specialist** would support the earned media, online media, internal, and external communications' needs of the Federation, its affiliate unions, and central labor councils across the state. Candidates with a demonstrated commitment to economic and social justice work are encouraged to apply.

DUTIES & RESPONSIBILITIES

- Execute communications plans that support unions' organizing, legislative, political, contract, and mobilization campaigns;
- Draft and distribute a range of written communications – press releases, media advisories, statements, op-eds, e-mail blasts, social media posts, campaign literature, talking points, blog posts, and content for the Federation's website;
- Help conduct press outreach ahead of press conferences, rallies, hearings, and other mass mobilization events;
- Closely monitor the news cycle and draft responses to relevant issues in real-time;
- Track the Federation's online reach and evaluate digital engagement metrics;
- Proof and copyedit communications materials to ensure they are accurate, use correct spelling and grammar, maintain a consistent tone, and communicate core messages and values;
- Provide staffing support to the Federation's Executive Secretary-Treasurer at press conferences, media avails, rallies, other events, and meetings;
- Provide staffing support for the Federation's events and conferences.

REQUIRED KNOWLEDGE AND EXPERIENCE

- Excellent written and verbal communications skills, including the ability to quickly synthesize and distill complex information into concise, impactful public messaging;
- Ability to write effectively in a fast-paced, high-pressure environment with short deadlines;

- Demonstrated work on external communications for labor, political, and/or progressive issue-advocacy campaigns in California;
- Prior experience working in, or knowledge of, the labor movement;
- Strong work ethic and strict attention to detail;
- Ability to take initiative and prioritize multiple tasks and time-sensitive assignments;
- Knowledge of social media platforms (Facebook, Twitter, Instagram, TikTok, other emerging platforms);
- Prior experience using Action Network or similar platforms for mass email programs;
- Bilingual (written and verbal) English/Spanish candidates strongly preferred.

SALARY AND BENEFITS

This is a union job represented by the Pacific Media Workers Guild, Local 39521. The salary range for this position is \$64,480 to \$101,290, depending on experience. Includes excellent full family medical, dental, and vision benefits and a defined-benefit pension plan.

WORK ENVIRONMENT

The Communications Specialist is expected to report to the Chief of Staff, and job duties are expected to be performed in the headquarters office in Sacramento, CA. Working in-person is required, commuting a few days a week to Sacramento is acceptable. Driver's license and access to a car is required.

TO APPLY

Applicants should email their resume, cover letter, three writing samples (press release, social media posts, and one sample of your choice) and 3 references to Chief of Staff Shubhangi Domokos at Shubhangi@calaborfed.org.

Equal Opportunity Employer

California Labor Federation AFL-CIO provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, California Labor Federation AFL-CIO complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. California Labor Federation AFL-CIO expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.