



CALIFORNIA BUDGET PROJECT

## **JOB ANNOUNCEMENT**

### **Communications Assistant**

The California Budget Project (CBP), a nonpartisan public policy research group that works to improve the lives of low- and middle-income Californians, seeks to hire a part-time communications assistant. The position is 20 hours per week with a flexible schedule (ideal for a college student).

#### **Responsibilities of the communications assistant include:**

- Pitching stories to news reporters;
- Tracking and clipping news articles;
- Maintaining the media database;
- Distributing reports and publications to the Capitol press corps and the state Legislature;
- Adding and removing website content; and
- Other tasks as assigned.

#### **Qualifications for the position include:**

- Strong computer and organizational skills;
- An interest in communications;
- An ability to work independently and as part of a team;
- A commitment to the goals and values of the CBP ([www.cbp.org](http://www.cbp.org)); and
- At least two years of college or an A.A. degree (desired).

#### **Compensation**

The CBP offers a competitive salary with benefits.

No phone calls please. Applications accepted until the position is filled. To apply, send a resume, cover letter, and three references to:

California Budget Project  
1107 9<sup>th</sup> Street, Suite 310  
Sacramento, CA 95814  
[cbp@cbp.org](mailto:cbp@cbp.org)

*The California Budget Project is an equal opportunity employer.*

1107 9th Street, Suite 310  
Sacramento, California 95814  
P: (916) 444-0500  
F: (916) 444-0172  
[cbp@cbp.org](mailto:cbp@cbp.org)  
[www.cbp.org](http://www.cbp.org)