

RESEARCH/WRITER JOB DESCRIPTION

About Us:

The Office of Governor Gavin Newsom is dedicated to advancing the priorities and initiatives of the State of California, guided by principles of equity, innovation, and progress.

Position Overview:

We seek an experienced researcher and writer to help expand our engagement with the public on a broad range of initiatives, from public safety to housing and homelessness to climate change. This new position would involve deep dives into public policy efforts inside and outside the administration and translating that work into vivid storytelling. Work products could include speeches, news briefings, public reports, video and podcasts, and public events.

Responsibilities:

- Conduct thorough research on a wide range of topics, including current events, social issues, the economy, global and national trends.
- Collaborate with executive leadership to develop content strategies and messaging.
- Craft speeches, op-eds, video and audio scripts, talking points, compelling email and newsletter content, and other written materials for executives and key stakeholders with a focus on narrative storytelling.
- Assist with fact-checking, proofreading, and editing content produced by other team members.
- Adapt writing style and tone to fit various platforms, including print, digital, and social media.

Qualifications:

- Bachelor's degree in any field.
- Minimum of 3-5 years of experience in research and writing.
- Strong research skills with the ability to gather information from multiple sources and synthesize complex data.
- Excellent writing and editing abilities, with a keen attention to detail and a knack for storytelling.
- Proficiency in crafting speeches, scripts, and other written materials for public speaking engagements.
- Ability to work collaboratively in a fast-paced, deadline-driven environment.
- Strong interpersonal skills with the ability to communicate effectively with diverse stakeholders.
- Flexibility to adapt to changing priorities, tight deadlines, and evolving project needs.

Application Instructions:

To apply, please submit a resume, cover letter, and portfolio highlighting your relevant experience and accomplishments. Applications should be sent to erin.mellon@gov.ca.gov with the subject line "Research/Writer - [Your Name]".

The Office of Governor Gavin Newsom is an equal opportunity employer committed to diversity, equity, and inclusion. We encourage individuals from all backgrounds to apply.