



Assistant Secretary for Press and Communications

The California Natural Resources Agency (CNRA or Agency) is a California executive branch agency that reports to the Governor. CNRA's mission is to restore, protect and manage the state's natural, historical and cultural resources for current and future generations using creative approaches and solutions based on science, collaboration, and respect for all the communities and interests involved.

CNRA is hiring an Assistant Secretary for Press and Communications to lead public information and media relations and response programs within CNRA to support Agency and Administration priorities.

The Assistant Secretary advises and coordinates with communications leads and information officers at departments within the Agency to ensure consistency with policy direction adopted by Agency and the Administration.

The Assistant Secretary leads on responses to media inquiries, serves as a spokesperson for the Agency and is responsible for a range of media-public relations activities, including print news releases, features, op-ed articles, television and radio releases, interviews, and special events.

The Assistant Secretary acts as a liaison between the Agency and its departments and the Governor's press office in situations likely to generate public or press interest.

Applicants should have a strong communications background, working knowledge of state government and natural resources issues, and experience responding to media inquiries. Strong writing and editing skills are required.

These responsibilities include the following tasks:

50% Guide and coordinate communications, public information and public affairs programs executed by departments within the Agency to ensure

consistency with policies and key priority initiatives and to keep the Secretary and Governor's Office apprised of key media inquiries and coverage.

- 30% Help develop and lead execution of communication plans to advance Agency priorities. This includes message development, preparation of materials including talking points, press releases and op-eds, and other related activities.
- 10% Shape and lead response to media inquiries directly to the Agency on a broad range of issues. Includes providing official comment to a broad variety of media.
- 5% Prepare and edit daily activity reports, Week Ahead Reports and other reports to ensure key issues are flagged and shared with Agency and Governor's Office leadership.
- 5% Perform other tasks as requested by the Secretary, Undersecretary or Senior Advisor for Strategic Communications.

The Assistant Secretary is appointed by the Governor and works under the direction of the Secretary, Undersecretary and Senior Advisor for Strategic Communications.

Applications will be accepted until the position is filled. Please file an application and submit a resume at <https://www.gov.ca.gov/appointments/>. And please email any questions to Morgan Carvajal (morgan.carvajal@gov.ca.gov), Saul Gomez (saul.gomez@resources.ca.gov) and Lisa Lien-Mager (lisa.lien-mager@resources.ca.gov).