



**CALIFORNIA
CANNABIS
INDUSTRY
ASSOCIATION**

California Cannabis Industry Association Communications Liaison

The California Cannabis Industry Association is now accepting applications for the part-time position of Communications Liaison.

Responsibilities:

- Graphic design
- Track media for executive staff, board of directors, executive members
- Update all social media platforms: Instagram, Facebook, LinkedIn & Twitter
- Strategic communications using: Hootsuite
- Prepare and execute two weekly emails to membership with updated content including but not restricted to legislative actions, upcoming events, educational updates, CCIA in the news, etc.
- Update media list as needed
- Database management

Requirements:

- Journalism or communications background
- Proficient writing & editing skills
- Good with time management
- Detail-oriented
- Photography, design & layout skills preferred
- Strong communications skills
- Ability to collaborate and work as a team

This position requires helping to craft communications strategies for the leading cannabis trade association in a very dynamic industry. You would be working hand in hand with skilled political operatives who are at the forefront of affecting change in the state and nation. This position reports to the Director of Communications and Outreach.

We are ideally looking for applicants who also have an understanding of politics, campaigns, regulations, and who are dedicated, hard-working, and flexible. California's regulated cannabis industry is ever-changing, maturing, and filled with opportunities to make a difference.

This position is part-time/hourly with 25 hours a week expected and a competitive hourly wage. Opportunity for this position to develop into full time. CCIA is an equal opportunity employer.

For more information or to submit a cover letter and resume for consideration please email josh@cacannabisindustry.org