

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
CONSULTANT / PRINCIPAL CONSULTANT  
OFFICE OF INTERNATIONAL RELATIONS  
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career that is actively working on critical legislation to improve California, address issues in our communities and to meet the needs of all Californians? Consider the California State Senate and be part of an organization that serves to strengthen the State through dedicated service to all. We are looking for enthusiastic and motivated individuals to join our team. If you are interested in a challenging opportunity in a high-energy, team-oriented environment, you are encouraged to apply.

**SUMMARY:**

Under the supervision of the Director of the Office of International Relations (Director), the Consultant/Principal Consultant works to support the mission of the Office of International Relations to promote governmental, economic, educational and cultural relations between California and regions around the world. Directly supports the facilitation of information and best practices exchange between Senators/Senate staff and foreign counterparts. May work on a range of projects that further cooperation and mutual understanding. The ideal candidate will be highly organized and detail-oriented yet flexible, able to problem-solve with grace under pressure and deadlines, exercise good judgment and discretion, and act with the utmost professionalism with legislative colleagues, the California consular corps, community members and international partners. Candidates are encouraged to apply who have the passion, drive, creativity and experience to advance the Senate's global engagement and provide value to its policy-making functions.

**ESSENTIAL JOB FUNCTIONS:**

Coordinate official visits for hundreds of foreign dignitaries from over 95 countries each year; promote good governance and facilitate the exchange of public policy ideas and solutions by organizing varied programs that may include meetings, panels, floor recognition, site visits and social events. Key functions include meeting and event planning; researching, writing and editing meeting and background briefing papers, talking points and agendas; advising members and staff on protocol; and escorting and making presentations to delegations. Must be able to interact effectively with a variety of program partners, including nonprofits, consular offices, universities and foreign governments.

Assist in creating the annual program of official Senate public policy-related missions abroad; implement and staff the trips; and upon return, liaise with

Senate leadership and committee policy staff to identify opportunities for public policy that arise from delegation trips. Key functions include the identification of relevant policy issues; development of mission statements, briefing materials and agendas; communication with foreign partners; implementation of itineraries; logistics and protocol coordination; execution of all on-the-ground staff support during travel; and conducting trip follow-up, such as maintaining developed relationships through correspondence and mutual projects, and formulating prospective public policy.

Conduct outreach, cultivate and maintain relations with over 170 career and honorary consular offices in California. Key functions include drafting and editing office and member consular correspondence; conducting meet and greets; generating, initiating and developing opportunities for engagement and information exchange; and fielding requests for legislative information from consular offices.

Provide support for relationship building activities to include drafting cooperation and exchange agreements, producing minutes of key meetings, maintaining basic financial and accounting records, and monitoring reporting related to incoming visitors' events, gifts and outgoing trips.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree, preferably in International Relations, Political Science, or related field.
- 5-8 years of experience in public policy and governance program management or similar.
- Prior advance work or experience staffing elected and/or appointed officials' travel.
- Clear and concise written and verbal communication skills.
- Excellent research skills and ability to synthesize information efficiently and accurately.
- Broad cultural awareness and cross-cultural competence.
- **Candidates must be willing and available to travel internationally and within California; evening and weekend work required as necessary.**

If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

#### **DESIRABLE SKILLS AND KNOWLEDGE:**

Prior work in international, federal or state policymaking; knowledge of protocol practices; work/study/live abroad experience; foreign language ability; understanding of California government and legislative process. Prior work with consular offices or international nonprofits is a plus.

**LOCATION, SALARY AND FILING DATE:**

This position is located in Sacramento, CA.

Salary starts at \$6206 per month plus benefits.

Final salary is commensurate with experience and education.

May also consider Principal Consultant.

Applications will be accepted until position is filled.

**BENEFITS:**

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401 (k) and 457 plans
- Flexible spending accounts

**SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE APPLICATION VIA EMAIL TO:**

Shannon Shellenberg, Director, Senate Office of International Relations.

[Shannon.Shellenberg@sen.ca.gov](mailto:Shannon.Shellenberg@sen.ca.gov)

The Senate application form is available through the Senate job webpage:

[www.senate.ca.gov/senatejobs](http://www.senate.ca.gov/senatejobs)

*The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.*

Date Posted 03/XX/2022