

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT COORDINATOR
DISTRICT OFFICE OF SENATOR GROVE (BAKERSFIELD)**

BASIC FUNCTIONS:

Under the direction of the Senator and the Chief of Staff, the District Coordinator serves as the supervisor of district office staff; establishes and maintains cooperative relationships with staff, and oversees the Senator's schedule in the district.

Communicates effectively and works cooperatively with elected officials, community leaders and business groups in the district. Candidates must have great organizational skills and the ability to work in a fast-paced, professional environment. May be required to handle a full bill package and review bill co-authoring opportunities. *This position is located in Senator Grove's district office in Bakersfield, California.*

DUTIES:

Under the direction of the Senator and the Chief of Staff, the District Coordinator will work jointly with the Capitol Chief of Staff to ensure that the Senator's goals and objectives for the district are being carried out and addressed appropriately, in addition to supervising the operation of the Senator's district office. The District Coordinator will also represent or staff the Senator at meetings, events, and functions with constituents, and community groups. Develops and manages a portion of the Member's legislative agenda, in conjunction with the Legislative Director. The District Coordinator must remain knowledgeable of district issues by reviewing media sources and constituent input on a daily basis, as well as through regular contact with leaders in the district including regularly attending community group meetings, events, etc. He or she is also responsible for drafting and sending letters for congratulations, regular reports for the Senator on district activities, and must perform constituent services and casework as needed.

DESIRABLE SKILLS AND KNOWLEDGE:

The particular legislative district, legislative process, as well as the structure and policies of state government; effective coalition building; application of social capital and asset-based community development; public relations; basic office computer applications and social media platforms; the Senate's personnel rules, policies, and best practices pertaining to staff supervision, sexual harassment and Equal Employment Opportunities.

ABILITY TO:

Establish a district office culture of excellence and respect; build and maintain constructive relationships with a diverse array of stakeholders; organize and structure employee duties and workload and supervise staff; communicate clearly and concisely, orally and in writing; design, manage, and evaluate programs; and maintain a cooperative and effective working relationship with staff and the Member.

POSITION QUALIFICATIONS / EDUCATION:

A Bachelor's Degree and legislative experience are preferred.

SALARY AND FILING DATE:

Salary starts at \$5,496 per month. Applications will be accepted until position is filled.

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

Lindsey Dietz, Chief of Staff

Office of Senator Grove

Lindsey.Dietz@sen.ca.gov