

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT REPRESENTATIVE
OFFICE OF SENATOR CORTESE
(CAMPBELL, 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.

BASIC FUNCTIONS:

Under the supervision of the District Director, the District Representative acts as a liaison between the Senator and constituents, district organizations, local governments, and state agencies. The District Representative must monitor local issues, especially those involving state agencies and keep the Senator and Chief of Staff apprised through the District Director. The District Representative under the direction of the District Director also represents and articulates the Senator's position on legislative and local issues that affect the district through verbal and written communication.

DUTIES:

Under the supervision of the District Director, the District Representative briefs the Senator in preparation for district meetings with constituents, as well as acting as the representative for the Senator by attending district related events and meetings, which may include public speaking or certificate presentations. The District Representative 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. Other duties include community outreach, event planning, drafting letters, certificates, regular reports for the Senator on district activities, must perform constituent services, and casework as assigned and answering office telephones.

DESIRABLE SKILLS AND KNOWLEDGE:

The ideal candidate should possess excellent verbal and written communication skills, work well in a fast-paced, professional environment; be self-motivated to work as part of a team on behalf of the Senator; have the ability to work on multiple tasks, meet deadlines, and be available to work extended hours, weekends and holidays as needed. Familiarity with the 15th Senate District and,

as well as proficiency with Microsoft Office (including Word, Excel, PowerPoint and other computer applications) and PC's.

EDUCATION AND QUALIFICATIONS:

Bachelor's degree or equivalent professional experience is required. Experience working in government, public policy, communications or related field is preferred.

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.

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

LOCATION, SALARY AND FILING DATE:

This position is located in Campbell, CA.
Salary starts at \$3912 per month plus benefits.
Final salary is commensurate with experience and education.
Applications will be accepted until position is filled.

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

April Borelli, Chief of Staff and Suzanne Wheaton, District Coordinator
Sunshine.Borelli@sen.ca.gov Suzanne.Wheaton@sen.ca.gov

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

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