

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT REPRESENTATIVE – LIMITED TERM*
OFFICE OF SENATOR WILK
(Victorville, CA)**

Are you looking for an exciting and fast-paced career actively working on critical legislation to improve California, addressing issues in our communities and meeting 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 direct supervision of the District Director, the District Representative will work with constituents, District organizations, local governments and state agencies. Applicants must be organized, detail-oriented, and able to work well with others.

DUTIES:

Under the direct supervision of the District Director, the ideal candidate will be flexible, able to work in a fast-paced, professional environment and provide top-notch constituent services. The District Representative will also effectively communicate the Senator's position on issues affecting the District, and attend events and meetings with the Senator, or on the Senator's behalf, as assigned. The District Representative must stay on top of District issues, by engaging in community outreach, continuously following local news sources and tracking constituent input.

DESIRABLE SKILLS AND KNOWLEDGE:

The ideal candidate will have the ability to work with a variety of individuals in the District and have the ability to work with various technology platforms.

ABILITY TO:

Candidates must possess excellent communication skills, analytical skills, and knowledge of the legislative process. The ideal candidate is creative; detail orientated, and able to handle multiple projects and work well, individually and collaboratively, with a variety of people.

EDUCATION AND QUALIFICATIONS:

Bachelor's degree required.

Strong oral and written communication skills are essential, in addition to proficiency with Microsoft Office and PC's. A deep familiarity with the San Fernando Valley is required. A current driver's license and automobile liability insurance are mandatory. Knowledge of legislative culture and process is preferred. Prior experience with LCMS is a plus. A strong commitment to providing excellent service to constituents is 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.

LOCATION, BENEFITS, SALARY AND FILING DATE:

This position is located in Victorville, CA.

Salary starts at \$4,108 per month plus benefits.

Final compensation is commensurate with experience and education.

Applications will be accepted until position is filled.

*This is a temporary position with a Limited Term up to December 31, 2022.

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 RESUME, WRITING SAMPLE, AND SENATE EMPLOYMENT APPLICATION TO:

Donna Hill, District Director

Office of Senator Wilk

Donna.Hill@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.

Date Posted 09/14/2022