

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

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 and 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.

POSITION QUALIFICATIONS / EDUCATION:

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.

LOCATION, SALARY AND FILING DATE:

This position is located in Campbell, CA.

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

Salary:

Salary starts at: \$3,912 per month.

Final compensation is commensurate with experience and education.

Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION TO:

Suzanne.Wheaton@sen.ca.gov and Sunshine.Borelli@sen.ca.gov