

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT REPRESENTATIVE - LIMITED TERM ONE (1) YEAR*
OFFICE OF SENATOR ALLEN
(REDONDO BEACH, 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 Chief of Staff and the District Coordinator, the District Representative acts as a liaison between the Senator and constituents, district organizations, local governments, and state agencies. As such, the position requires monitoring of local issues and needs (especially those involving state agencies), and keeping the Senator and his team apprised.

DUTIES:

Under the supervision of the Chief of Staff and the District Coordinator, the District Representative prepares the Senator for meetings and appearances, and acts as the Senator's representative by attending district-related events and meetings (which often include public speaking or certificate presentations). The District Representative must remain knowledgeable about district issues by reviewing media sources and constituent input on a daily basis, as well as regularly interacting with community groups and local leaders. The incumbent is also responsible for drafting letters, reports, and talking points, and must perform constituent services and casework.

DESIRABLE SKILLS AND KNOWLEDGE:

Ideal candidates must have strong communication and interpersonal skills in addition to an understanding of the legislative process and constituent services. Ability to exercise discretion, independent judgment, and confidentiality in fulfillment of responsibilities is essential, as are the abilities to multi-task and manage time effectively, meet deadlines, and adapt to changing priorities. Candidates must also be available to work a flexible schedule, including occasional nights and weekends.

EDUCATION AND QUALIFICATIONS:

Bachelor's degree or equivalent professional experience is required.

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 Redondo Beach, CA.

Salary starts at \$3,912 per month plus benefits.

Final salary is commensurate with experience and education.

Applications will be accepted until position is filled.

*This is a temporary position with a Limited Term of up to one (1) year.

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:

Nicole Winger, Chief of Staff
Office of Senator Benjamin Allen
Nicole.Winger@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 04/20/2022