

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT REPRESENTATIVE
OFFICE OF SENATOR GONZALEZ
(LONG 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 District Coordinator, the District Representative will act as a liaison between the Senator and businesses, constituents, and economic development agencies throughout Senate District 33. The District Representative will keep the Senator, Chief of Staff and District Director apprised of local issues, especially those involving small businesses, large and small industries, economic development and workforce development. The District Representative will also represent and articulate the Senator's position on legislative and local issues that affect the district through verbal and written communication.

DUTIES:

The District Representative will provide insight on, and develop a deep understanding of economic and business issues by connecting with businesses, industry stakeholders, economic development agencies and governments. The District Representative will coordinate with state, federal and regional partners to promote outreach and positive outcomes for workers, small businesses, and communities throughout Senate District 33; will brief and prepare the Senator for district meetings with constituents, as well as act as the representative for the Senator by attending district-related events and meetings; including public speaking or certificate presentations. The District Representative must remain knowledgeable of district economic and small business issues, by reviewing local economic and workforce development policy, programs and services, and media sources, as well as through regular contact with leaders and constituents in the district including regularly attending community group meetings and events.

DESIRABLE SKILLS AND KNOWLEDGE:

Ideal candidates must have strong oral and written 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. Ability to multi-task and manage time effectively, meet deadlines and adapt to changing priorities. In addition, an ideal candidate should have knowledge of economic development, workforce development and business issues in the district. Candidates must also be able to work a flexible schedule, including nights and weekends.

EDUCATION AND QUALIFICATIONS:

Bachelor's degree or equivalent professional experience is required. Bi-lingual communication abilities are desirable.

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 Long 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.

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, AND SENATE APPLICATION VIA EMAIL TO:

Cynthia Alvarez, Chief of Staff
Office of Senator Lena A. Gonzalez
Cynthia.Alvarez@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 04/05/2022