

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
DISTRICT REPRESENTATIVE  
OFFICE OF SENATOR RUBIO  
(WEST COVINA, CA)**

Are you looking for a career uniquely positioned to make a difference in our local communities? As a member of Senator Susan Rubio's District Office team you can have an exciting and fast-paced career 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 incumbent must monitor local issues, especially those involving state agencies and keep the Senator and Chief of Staff apprised through the District Coordinator. The District Representative under the direction of the District Coordinator 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 Chief of Staff and the District Coordinator, 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; 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. The incumbent is also responsible for drafting and sending letters for congratulations, regular reports for the Senator on district activities, and must perform constituent services and casework as assigned.

**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. 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.

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 West Covina, 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:**

Gustavo Arroyo, Chief of Staff  
Office of Senator Susan Rubio  
[Gustavo.Arroyo@sen.ca.gov](mailto:Gustavo.Arroyo@sen.ca.gov)

The Senate application form is available through the Senate job webpage:  
[www.senate.ca.gov/senatejobs](http://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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