

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
OFFICE OF SENATOR SKINNER
DISTRICT REPRESENTATIVE
(SD 9 - OAKLAND, 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 District Director, the District Representative acts as a liaison between the Senator and district constituents, community organizations, local governments, and state agencies. Under the direction of the District Director, the District Representative directly works with and assists constituents through responding to constituent correspondence, managing constituent casework, referring constituents to services and appropriate entities, and helping resolve issues or problems they have in receiving services from state-administered or funded programs or entities. The District Representative will also monitor local issues, especially those involving state and local agencies, to inform and advise the District Director, Chief of Staff, and the Senator. Finally, the District Representative is responsible for communicating the Senator's position on legislative, budget, and local issues that affect the District through verbal and written communication.

DUTIES:

The District Representative will regularly engage with constituents by phone and written communication, regularly drafting and communicating responses to constituent correspondence and requests, and performing constituent services and casework.

The District Representative will be responsible for vetting requests for letters of support, resolutions, and certificates for, local governments, local agencies, or organizations in their assigned areas, as well as providing regular reports for the Senator, Chief of Staff, and District Director.

The District Representative must maintain knowledge of the Senator's legislation and issue priorities and maintain knowledge of the District and its diverse communities. The District Representative will be responsible for vetting District

issues and drafting recommendations for action by the Senator/Office and coordinating with the District Director on the implementation of agreed-upon action. Under the supervision of the District Director, the District Representative briefs the Chief of Staff and Senator in preparation for in-person and online District meetings with constituents, local government officials, labor, business, and other organizations. The District Representative also acts as the representative for the Senator at District-related events, meetings, and communications involving District-specific issues. This may include public speaking or certificate presentations.

DESIRABLE SKILLS AND KNOWLEDGE:

Ideal candidates are familiar with Senate District 09 specific issues and entities, have strong oral and written communication and interpersonal skills, experience in performing constituent or customer/client services, have an understanding of the legislative process, and have a deep desire to serve constituents of Senate District 09. They must have the ability to exercise discretion, independent judgment, and confidentiality in fulfillment of responsibilities. Candidates must also be able to work in person and at home (as assigned during the pandemic), and sometimes work a flexible schedule, including nights and weekends.

POSITION QUALIFICATIONS / EDUCATION:

Bachelor's degree or significant professional experience working with the public is preferred. 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 Oakland, CA.

Salary starts at \$3,912 per month.

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

To apply submit a cover letter, resume, writing Sample, [CA Senate Employment Application](#) to:

Audrey Momoh
SD 9 District Director
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