CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT REPRESENTATIVE
OFFICE OF SENATOR MITCHELL

DUTIES:
Under the supervision of the Chief of Staff and the District Director, the District Representative serves as a community liaison between the Senator and constituents, district organizations, local governments, and state agencies. As such, the District Representative monitors local issues and keeps the Senator and Chief of Staff apprised through the District Director. The District Representative also represents and articulates the Senator’s position on legislative and local issues that affect the district through verbal and written communication. In addition, briefs the Senator in preparation for district meetings with constituents, attends district-related events and meetings; and delivers remarks, speeches and makes presentations on behalf of the Senator.

The District Representative maintains an awareness 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, planning and organizing community events, drafting congratulatory letters, reports to the District Director on district activities in assigned issue areas, and performs constituent services and casework as assigned.

Additionally, an ideal candidate can display an extensive network and pre-existing relationships with community-based leaders and stakeholders within Senate District 30. Evidence of experience in successfully managing, planning, and implementing projects. Demonstrate leadership skills. Demonstrate punctuality, good organizational skills, preparedness, and overall professionalism. Candidates must also be able to work a flexible and periodically extended schedule as needed, including nights and weekends.

DESIRABLE SKILLS AND KNOWLEDGE:
Ideal candidate will have excellent verbal, written and interpersonal communication skills in addition to comprehensive knowledge of the legislative process and constituent services. Strong project management experience. Extensive leadership skills. Ability to exercise discretion, independent judgment and confidentiality in fulfillment of responsibilities is essential. Ability to multi-task and manage time effectively, pay attention to detail in meeting deadlines, and adapt to changing priorities is essential. Work as a team player, focused on cooperation and collaboration to perform in a positive and effective manner. Strategic and innovative thinker; able to formulate guiding questions, leverage resources and find creative solutions. Possess strong knowledge and understanding of Senate District 30.

POSITION QUALIFICATIONS / EDUCATION:
Bachelor’s degree or equivalent professional experience is required, including 3-5 years of experience working in related field. A background in public policy, government services, community organizing, communications, event coordination, or a related field preferred. Valid driver’s license and use of automobile.
SALARY AND FILING DATE:
Salary starts at $3,726 per month. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, WRITING SAMPLE, AND SENATE
EMPLOYMENT APPLICATION TO: SD30jobs@sen.ca.gov

Subject Line: FIELD REPRESENTATIVE