

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
EXECUTIVE ASSISTANT  
OFFICE OF SENATOR WIENER**

**BASIC FUNCTIONS:**

Under the supervision of the Chief of Staff and District Director, the Executive Assistant will serve in the District office full-time. Responsibilities include acting as a liaison between the Senator and constituents, district organizations, local governments, and state agencies. As such, he or she must monitor local issues, especially those involving state agencies and keep the Senator, Chief of Staff apprised through the District Coordinator. The Executive Assistant 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. Additionally, the Executive Assistant will manage meetings and activities, meet with constituents, plan district outreach events and perform support functions in the office.

**DUTIES:**

The Executive Assistant must be highly organized and have a strong attention to detail; flexible and respectful of confidentiality; and communicate effectively with colleagues, constituents, government agencies, community-based organizations, and elected officials. The Executive Assistant 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. He or she 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 will have great organizational skills and experience working in a fast-paced and professional administrative capacity. Candidates should have an understanding of the legislature, the legislative calendar, strong oral and interpersonal communication skills, and proficiency with Microsoft Office. A minimum two years' experience working for a legislator is preferred. Ability to exercise discretion, independent judgment and confidentiality in fulfillment of responsibilities is essential. Candidates must also be able to work a flexible schedule, including nights and weekends.

**POSITION QUALIFICATIONS AND EDUCATION:**

Bachelor's degree preferred.

**SALARY AND FINAL FILING DATE:**

Salary starts at \$3,536 per month. Applications will be accepted until position is filled.

**SUBMIT COVER LETTER, RESUME, REFERENCES AND SENATE EMPLOYMENT  
APPLICATION TO:**

[Jeff.sparks@sen.ca.gov](mailto:Jeff.sparks@sen.ca.gov)

Jeff Sparks, District Director, Senator Scott D. Wiener