

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT/SCHEDULER
OFFICE OF SENATOR HENRY STERN**

BASIC FUNCTIONS & DUTIES:

Under the supervision of the Chief of Staff and the Senator, the Executive Assistant/Scheduler will serve in the Capitol office as a full-time scheduler, managing a complex and dynamic calendar, making travel arrangements, and scheduling meetings and events. Responsibilities include scheduling for the Senator, greeting and interacting with visitors (once the all legislative staff are back working in the Capitol), answering phones, managing incoming mail, ordering supplies, and general office support functions.

Punctuality is required. The Executive Assistant/Scheduler must maintain hours Monday through Friday from 9:00am to 5:00pm and additional hours may be required.

DESIRABLE SKILLS AND KNOWLEDGE:

Ideal candidates will have experience working in a fast-paced administrative capacity, being able to consistently handle a high volume of logistics planning; be flexible and able to multi-task while maintaining attention to details and relationships. Candidates should have an understanding of the Legislature and strong interpersonal communication skills. Applicants must be highly organized, detail oriented, proficient with a variety of computer applications (Microsoft Office, Google Calendar, Slack, Airtable, etc.), as well as be able to work independently and as part of a team in a fast-paced, professional environment.

POSITION QUALIFICATIONS/EDUCATION

A high school diploma is required and a bachelor's degree preferred.

SALARY AND FILING DATE:

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

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

Evan Goldberg

Evan.Goldberg@sen.ca.gov

The Senate application can be found by clicking [HERE](#).