

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT OR INTERN FOR SPECIAL PROJECT
OFFICE OF THE PRO TEMPORE / SENATOR ATKINS
(SAN DIEGO, 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 Communications Director, the Executive Assistant or intern will assist with a special project for the Senate President pro Tempore's communications team. The position, which has a limited duration, will be based in the San Diego district office. The staff person will primarily be tasked with cataloging and organizing materials for the Senate President pro Tempore's archive.

DUTIES:

Duties will include cataloguing and organizing letters, awards, legislative documents, memorabilia and various items from the Senate pro Tempore's time in the California Legislature. The position will work with an external archival team to carry out these duties and will be responsible for reporting on the progress of the project with the communications and district teams. In addition to building the catalogue, the Executive Assistant or intern will work with the communications staff on various research projects as needed and perform other duties as assigned.

DESIRABLE SKILLS AND KNOWLEDGE:

Candidates should have experience working in an archives, museum, or library, or on an archiving project of some kind. The ideal candidate should have completed or be currently engaged in course work in library and information sciences, archival studies, or museum studies. A background or experience in women studies, gender studies and LGBTQ issues strongly preferred. Strong time management and organization skills are a must, as this is a time sensitive, limited project.

ABILITY TO:

Maintain a highly organized protocol while compiling the archival catalogue

and/or organizing archival materials; write clearly and concisely; work proactively while maintaining a strong collaborative relationship with staff members in the Capitol office, the district office, and the external archival team.

POSITION QUALIFICATIONS AND EDUCATION:

Experience and/or college course work in archiving and library sciences required. Candidate must have an undergraduate degree or be in the process of completing one. Knowledge of women's and LGBTQ issues, as well as the San Diego region, strongly preferred.

LOCATION, SALARY AND FILING DEADLINE:

Position is located in San Diego, CA.

Salary starts at \$3,714 per month for Executive Assistant position (depending on experience) or \$15 an hour for an internship.

Applications will be accepted until the position is filled.

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

Meredith.McNamee@sen.ca.gov