

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
EXECUTIVE ASSISTANT  
OFFICE OF SENATOR LAIRD  
(SANTA CRUZ, 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 direct supervision of the District Director, the Executive Assistant is responsible for providing oversight to the Office Assistant for front desk operations and general office duties, primarily responsible for compiling briefing binders to support the Senator and staff at district events and meetings as well as providing constituent services and completing casework work. Applicants must be flexible, organized, detail-oriented, and able to work well with a variety of people.

**DUTIES:**

The Executive Assistant will perform various district office duties including answering phones, greeting visitors, processing correspondence, coordinating office resources, facilitating events, generating casework and/or legislative reports from the database, tracking team projects, and writing and researching in various capacities. The employee will assist and meet with constituents, other district and capital staff and advocates as required.

**DESIRABLE SKILLS AND KNOWLEDGE:**

Ideal candidates will have experience working in a fast-paced office environment and will work well as part of a collaborative team. Candidates should have strong interpersonal communication skills and an understanding of the Legislature and California government.

**EDUCATION AND QUALIFICATIONS:**

High school diploma required.  
Bachelor's degree preferred.

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 Santa Cruz, CA.

Salary starts at \$3,714 per month plus benefits.

Final salary is commensurate with experience and education.

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

**SUBMIT COVER LETTER, RESUME, AND SENATE APPLICATION VIA EMAIL TO:**

Angela Chestnut, District Coordinator

Office of Senator John Laird

[Angela.Chestnut@sen.ca.gov](mailto:Angela.Chestnut@sen.ca.gov)

The Senate application form is available through the Senate job webpage:

[www.senate.ca.gov/senatejobs](http://www.senate.ca.gov/senatejobs)

*The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.*

Date Posted 05/10/2022