

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
FIELD REPRESENTATIVE – LIMITED TERM*
OFFICE OF SENATOR KAMLAGER
(LOS ANGELES, 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 District Director, the Field Representative serves as liaison between the Senator and her constituents, district organizations, local governments, and state agencies.

DUTIES:

Key responsibilities include responding to constituent inquiries, representing the Senator at community meetings, maintaining an awareness of district affairs and issues, developing relationships with key stakeholders and coordinating community events. Additional responsibilities include event planning, constituent casework, staffing or representing the Senator at events, and conducting research on policy issues relevant to the district.

DESIRABLE SKILLS AND KNOWLEDGE:

Candidates should be self-starters who can work effectively in a team. Knowledge of the district and its issues is preferred. Candidates must have strong verbal and written communication skills and an ability to manage multiple tasks and competing deadlines simultaneously.

EDUCATION AND QUALIFICATIONS:

High School diploma required. Bachelor's degree preferred.

A valid driver's license and access to an automobile are also required. Some extended hours and weekends will be required, as legislative functions dictate.

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 Los Angeles, CA.

Salary starts at \$4,108 per month plus benefits.

Final salary will be commensurate with experience and education.

Applications will be accepted until the position is filled.

*This is a temporary position with a Limited Term up to November 30, 2022.

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 EMPLOYMENT APPLICATION TO:

Nikki Johnson, Chief of Staff

Office of Senator Kamlager

Nikki.Johnson@sen.ca.gov

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

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: 09/12/2022