

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
LEGISLATIVE AIDE  
OFFICE OF SENATOR HENRY STERN**

**BASIC FUNCTIONS**

Under the direction of the Senator and the Chief of Staff, the Legislative Aide will have the opportunity to staff significant pieces of legislation, collaborate on press/communications oriented projects, work with the legislative community in Sacramento and constituents of the 27<sup>th</sup> Senate District, and much more.

**DUTIES**

The Legislative Aide will help to develop and manage a large portion of the Senator's legislative package. He or she will be responsible for researching issues, negotiating and writing amendments, developing coalitions, authoring briefing memos and statements, analyzing proposed legislation and policies, staffing the Senator in meetings, and much more. Furthermore, this person will also be responsible for a portion of the office's press and communications work. This includes writing press releases, social media postings, and much more.

**DESIRABLE SKILLS AND KNOWLEDGE**

Excellent research, oral and written communications skills are required, along with the ability to manage multiple projects, work well under deadlines, and embrace a team-oriented philosophy and environment.

The ideal candidate will be able to analyze complex policy issues and "think outside the box" to solve problems and propose solutions, while at the same time he or she must be able to explain those complex issues in terms the public and press corps can easily identify with and understand.

Knowledge of the legislative process and prior media-related experience are strongly desired, but not required.

**QUALIFICATIONS / EDUCATION**

A Bachelor's Degree and legislative experience are preferred.

**PAY RANGE & FINAL FILING DEADLINE**

The pay range begins at \$3,912 per month.

Applications will be accepted until position is filled.

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

Jeremy Wolf  
Office of Senator Henry Stern  
State Capitol, Room 5080  
Sacramento, CA 95814

Or to:

Jeremy Wolf at [Jeremy.Wolf@sen.ca.gov](mailto:Jeremy.Wolf@sen.ca.gov)

The Senate Employment Application can be found at:

[https://www.senate.ca.gov/sites/senate.ca.gov/files/employment\\_application\\_senate.pdf](https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_senate.pdf)

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