

**California State Senate
Job Announcement
Legislative Aide - Legislative Black Caucus
Office of Senator Bradford**

California State Senator Bradford is seeking a highly motivated and energetic person with excellent organizing skills and commitment to public service to join the Capitol staff as a Legislative Aide to the Legislative Black Caucus.

BASIC FUNCTIONS:

Promote the goals and objectives of the Legislative Black Caucus to develop and promote policies that will provide equal opportunity and inclusion for African Americans including issues related to education, employment, housing, health care, commerce and government. Establish partnerships with African American communities and organization across California and conduct research to support caucus objectives. Plan, organize, and oversee specific project activities related to Legislative Black Caucus projects and events. Research and analyze legislation. Interact effectively with internal and external audiences, including advocates and other interested parties on pending legislation and programs. Prepare communications for caucus members. Responds to correspondence on African American issues related to legislation and other state activities.

DUTIES:

Basic duties include representing and staff Legislative Black Caucus members at events and legislative meetings, maintaining a database of state African American leaders and organizations, coordinating statewide and regional events, preparing meetings, and office administration. The position of legislative aide will also prepare background materials, talking points, agenda minutes and floor statements. Also, candidates are expected to travel and attend events on behalf of the Legislative Black Caucus.

DESIRABLE SKILLS AND KNOWLEDGE:

The ideal candidate should have knowledge about African American communities in California and of the legislative process and of state government. Prior knowledge and experience in African American outreach and policy areas related to African American priorities is beneficial.

ABILITY TO:

Candidates must possess excellent community organizing and coalition building skills, communication skills, analytical skills, and knowledge of the legislative process. The ideal candidate is self-motivated, creative, detail orientated, and able to handle multiple projects and work well, individually and collaboratively, with a variety of people.

POSITION QUALIFICATIONS AND EDUCATION:

Bachelor's degree required.

SALARY AND FILING DATE:

Salary starts at \$3,726 per month plus benefits. Applications will be accepted until position is filled.

**SUBMIT COVER LETTER, RESUME, WRITING SAMPLE & SENATE APPLICATION TO:
Office of Senator Steven Bradford**

Attn: Ryan Morimune
State Capitol, Room 2059
Sacramento, CA 95814