

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
LEGISLATIVE AIDE  
OFFICE OF SENATOR ALLEN**

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 direction of the Senator and the Chief of Staff, the Legislative Aide will take responsibility for several of the Senator's legislative proposals, as well as advising the Senator on bills pending in committees and on the Senate floor, and working with committee staff, legislative staff, and advocates. The Legislative Aide will also assist with responses to constituent inquiries.

**DUTIES**

The Legislative Aide will work directly with the Senator, Capitol Office staff, and District Office staff, committee consultants, constituents, and stakeholders to advance the Senator's legislative agenda. The Legislative Aide will prepare background materials and talking points, and may be required to accompany the Senator to events or represent the Senator at events.

**KNOWLEDGE**

The ideal candidate should have knowledge of the legislative process and state government. Prior knowledge in specific policy areas and/or and experience in a capitol office is beneficial.

**ABILITY**

Candidates must possess outstanding communication and analytical skills. The ideal candidate is flexible, creative, and able to handle multiple projects while remaining organized and detail-oriented. The ideal candidate also works well with a variety of people – both independently and as part of a collaborative team.

**EDUCATION**

Bachelor's degree required.

**PAY RANGE & FINAL FILING DEADLINE**

Salary \$3,912 per month. Applications will be accepted until position is filled.

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

Nicole Winger, Chief of Staff

[nicole.winger@sen.ca.gov](mailto:nicole.winger@sen.ca.gov)