

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE
OFFICE OF SENATOR NEWMAN
(SACRAMENTO, 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 direction of the Senator, the Chief of Staff, and the Legislative Director, the Legislative Aide will take primary responsibility for some of the Senator's legislative proposals, as well as advising the Senator on bills pending in committee and on the Senate floor and working with policy committee staff, legislative staff, lobbyists and advocates. The Legislative Aide will assist the Legislative Director to provide all necessary support materials for the legislation authored by the Senator and will assist in responding to legislative inquiries from constituents.

DUTIES:

The Legislative Aide will work directly with the Senator, Capitol and District staff, and stakeholders to advance the Senator's legislative agenda. The Legislative Aide will prepare background materials, draft talking points and fact sheets, negotiate and write amendments, and engaging with committee staff and relevant stakeholders. The Legislative Aide may be asked to perform temporary scheduling duties which require the ability to manage a highly complex and dynamic calendar, make travel arrangements, and schedule district and Capitol meetings for the Senator.

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 can easily identify

with and understand. Knowledge of the legislative process is strongly desired. To be successful in the position the candidate will be entrepreneurial; happy taking initiative; organized with the ability to prioritize; and supportive of other members of the staff. A sense of humor is not required, but it makes the job much more enjoyable.

ABILITY TO:

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

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 DEADLINE:

This position is located in Sacramento, CA.

Salary starts at \$4,108 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 RESUME, COVER LETTER, AND SENATE EMPLOYEMENT APPLICATION TO:

Megan Mekelburg, Legislative Director

Megan.Mekelburg@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.

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