

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE
OFFICE OF SENATOR HENRY STERN
(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 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 27th 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

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.

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 & FINAL FILING DEADLINE

This position is located in Sacramento, CA.

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

Applications will be accepted until position is filled.

PLEASE SUBMIT COVER LETTER, RESUME, AND SENATE EMPLOYMENT APPLICATION

TO:

Bill Herms, Chief of Staff
Office of Senator Henry Stern
1021 "O" Street Suite 7710
Sacramento, CA 95814

Or to:

Bill Herms at bill.herms@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

Additional pages can be found here:

https://www.senate.ca.gov/sites/senate.ca.gov/files/employment_application_additional_pages_senate.pdf