

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
LEGISLATIVE AIDE  
OFFICE OF SENATOR SCOTT WIENER**

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.

**FUNCTIONS:**

Under the direction of the Senator, the Chief of Staff, and the Legislative Director, the Legislative Aide will take primary responsibility for several of the Senator's legislative proposals, while working with policy committee staff, legislative staff, lobbyists, constituents and advocates. The Legislative Aide will also advise the Senator on bills pending in committee and on the Senate floor. The Legislative Aide will also assist with responses to constituent inquiries and phone calls regarding legislation.

**DUTIES:**

Under the direction of the Senator, the Chief of Staff, and the Legislative Director, the Legislative Aide will work directly with the Senator, Capitol Office staff, District Office staff, Committee consultants, lobbyists, constituents and stakeholders to advance the Senator's legislative agenda. The Legislative Aide will help to develop and manage numerous bills in the Senator's legislative package. They will be responsible for researching issues, negotiating and writing amendments, developing coalitions, preparing background materials, authoring briefing sheets, writing statements and talking points, analyzing proposed legislation and policies, and staffing the Senator in meetings. The Legislative Aide may be required to accompany the Senator to events or represent the Senator at meetings and events.

**DESIRABLE SKILLS AND KNOWLEDGE:**

The ideal candidate should have knowledge of the legislative process and of state government. Prior knowledge and experience in specific policy areas is beneficial and/or experience in a Capitol office. Excellent research, oral and written communication skills are required, along with the ability to manage multiple projects, work well under deadlines, and embrace a team-oriented environment.

**ABILITY TO:**

Candidates must possess excellent communication skills, analytical skills, and knowledge of the legislative process. The ideal candidate is flexible, creative, detail orientated, and able to handle multiple projects. The ideal candidate also works well with a variety of people – both independently and as part of a collaborative team.

**POSITION QUALIFICATIONS / EDUCATION:**

Bachelor's degree required.

**SALARY AND FILING DATE:**

Salary starts at \$3,912 per month plus benefits.

Applications will be accepted until position is filled.

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

Krista Pfefferkorn, Chief of Staff  
Office of Senator Scott Wiener  
[krista.pfefferkorn@sen.ca.gov](mailto:krista.pfefferkorn@sen.ca.gov)