

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
ASIAN PACIFIC ISLANDER CAUCUS - LEGISLATIVE AIDE  
OFFICE OF SENATOR PAN**

California State Senator Richard Pan 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 Asian Pacific Islander (API) Legislative Caucus.

**BASIC FUNCTIONS:**

Promote the goals and objectives of the Asian Pacific Islander Legislative Caucus to develop and promote policies that will provide equal opportunity and inclusion for Asian Americans and Native Hawaiian and Pacific Islanders including issues related to education, employment, housing, health care, commerce and government. The Legislative Aide will establish partnerships with API communities and organizations across California and conduct research to support caucus objectives. Other functions include planning, organizing, overseeing specific project activities related to API Caucus projects and events, and researching legislation. Being able to interact effectively with internal and external audiences, including advocates and other interested parties on pending legislation and programs is essential. The Legislative Aide will also prepare communications for API caucus members and respond to correspondence on API issues related to legislation and other state activities.

**DUTIES:**

Basic duties include representing and staffing API caucus members at events and legislative meetings, maintaining a database of state API leaders and organizations, coordinating statewide and regional events, preparing meetings, and office administration. The Legislative Aide will also prepare background materials, talking points, agenda minutes, and floor statements. Candidates are expected to travel and attend events on behalf of the API Caucus.

**KNOWLEDGE OF:**

The ideal candidate should be knowledgeable about API communities in California, as well as the legislative process and state government. Prior knowledge and experience in API outreach and policy areas related to API priorities is beneficial. Fluency in spoken and written Chinese (Mandarin or Cantonese) or Vietnamese is preferable but not required.

**ABILITY TO:**

Candidates must possess excellent community organizing and coalition building skills, communication skills, analytical skills, as well as knowledge of the legislative process. The ideal candidate is self-motivated, creative, detail-oriented, able to handle multiple projects, and capable of working well individually as well as collaboratively.

**EDUCATION:**

Bachelor's degree required. Bilingual person preferred with fluency in one or more of the following languages; Mandarin, Cantonese, and Vietnamese.

**PAY RANGE & FINAL FILING DEADLINE:**

Salary starts at \$3726 per month plus benefits. Applications will be accepted until position is filled.

**SUBMIT COVER LETTER, RESUME, WRITING SAMPLE & SENATE APPLICATION TO:**

Faith Lee

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