

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE AIDE
OFFICE OF SENATOR RICHARD PAN**

California State Senator Richard Pan is seeking a highly motivated and energetic person with excellent organizational skills and commitment to public service to join the Capitol staff as a Legislative Aide and will work closely with staff to the Asian Pacific Islander (API) Legislative Caucus.

BASIC FUNCTIONS:

Coordinate with the Asian Pacific Islander (API) Legislative Caucus staff to promote the goals and objectives of Senator Pan as they relate Asian Pacific Islanders. Assist in the development of 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. Establish partnerships with API communities and organizations across California and conduct research to support caucus objectives. Support the API Legislative Caucus staff to plan, organize, and oversee specific project activities related to API Caucus projects and events. Research and analyze legislation. Interact effectively with internal and external audiences, including advocates and other interested parties on pending legislation and programs. Support the API Legislative Caucus staff to prepare communications for API caucus members. Responds to correspondence on API issues related to legislation and other state activities.

DUTIES:

Basic duties include coordinating with API staff in representing Senator Pan and 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. Prepare background materials, talking points, agenda minutes and floor statements. Also, candidates are expected to travel and attend events with existing API staff on behalf of the API Caucus.

DESIRABLE SKILLS AND KNOWLEDGE:

The ideal candidate should have knowledge about API communities in California and of the legislative process and of 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, and knowledge of the legislative process. The ideal candidate is self-motivated, creative, detail orientated, and able to handle multiple projects and work well, individually and collaboratively, with a variety of people.

POSITION QUALIFICATIONS AND EDUCATION:

Bachelor's degree required. Bilingual/multilingual person preferred with fluency in one or more languages, mandarin, Cantonese, Vietnamese.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$3,726 per month plus benefits. Applications will be accepted until position is filled.

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

Darin Walsh

Darin.walsh@sen.ca.gov