

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
OFFICE ASSISTANT  
REPUBLICAN CAUCUS COMMUNICATIONS  
(SACRAMENTO, CA)**

Are you looking for an exciting and fast-paced career working to improve California? If you are interested in an opportunity to join a high-energy, team-oriented environment, you are encouraged to apply.

**BASIC FUNCTIONS:**

Under the direct supervision of the Senate Republican Caucus Communications Director, the Office Assistant will work with the Caucus Office of Communications to provide office support and assistance to members of the Senate Republican Caucus. The Office Assistant will serve located in Sacramento, California.

**DUTIES:**

The Office Assistant is responsible for providing support to the California State Senate Republican Caucus Communications Office and should have the capability to respond to office calls and emails, assist in scheduling and event tasks, logging of communications and other records as needed. Workload includes a variety of organizational tasks. Candidates should be organized, motivated, and able to complete assigned projects in a fast-paced environment.

**POSITION QUALIFICATIONS:**

Strong oral and written communication skills in addition to proficiency in Microsoft Office are required. Proficiency in Adobe Suite is a plus. The ideal candidate should be self-motivated to work as part of a team and able to work extended hours when necessary. Bilingual speakers encouraged to apply. 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.

**EDUCATION:**

High School Degree required. Bachelor's degree preferred with area of study in Communications, Graphic Design, Political Science, or a similar field.

**LOCATION, PAY RANGE & FILING DATE:**

This position is located in Sacramento, CA.

Salary starts at \$2,814 per month.

Applications will be accepted until position is filled.

**SUBMIT RESUME AND SENATE EMPLOYMENT APPLICATION TO:**

Maxie Holmberg-Douglas  
Communications Director  
California Senate Republican Caucus  
[Maxie.Holmberg-Douglas@sen.ca.gov](mailto:Maxie.Holmberg-Douglas@sen.ca.gov)