

**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.

EDUCATION AND QUALIFICATIONS:

High School diploma required. Bachelor's degree preferred with area of study in Communications, Graphic Design, Political Science, or a similar field. Applicants must be organized, detailed, and able to work well with others.

The ideal candidate will be able to work in a fast-paced, professional environment; be self-motivated to work as part of a team on behalf of the Senator; and work extended hours when necessary.

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 AND FILING DATE:

This position is located in Sacramento, CA.

Salary starts at \$2,956 per month plus benefits.

Final salary will be commensurate with experience and education.

Applications will be accepted until the position is filled.

BENEFITS:

The Senate offers a competitive benefit package, which includes:

- Health
- Dental
- Vision
- California Public Employees Retirement System (CalPERS)
- 401 (k) and 457 plans
- Flexible spending accounts

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

Maxie Holmberg-Douglas, Communications Director
California Republican Caucus

Maxie.Holmberg-Douglas@sen.ca.gov

The Senate application form is available through the Senate job webpage:

www.senate.ca.gov/senatejobs

The California State Senate values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. The Senate believes the diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support the legislature. Join the California State Senate and help us support California communities.

Date Posted: 09/02/2022