

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
LEGISLATIVE PAID INTERN
OFFICE OF SENATOR SKINNER
(REMOTE POSITION)**

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.

BASIC FUNCTIONS:

In a learner's capacity, the legislative Intern will have the primary responsibility for general office duties to include, but not limited to, certificate creation, community outreach, monitoring and responding to the public inbox for the Member. Applicants must be organized, detailed, and be able to work well with others.

DUTIES:

Under the direct supervision of the Chief of Staff, the ideal candidate will be able to work in a fast-paced, professional environment in addition to performing constituent services and outreach projects as needed.

POSITION QUALIFICATIONS:

Strong oral and written communication skills are essential in addition to proficiency with Microsoft Office and PC's. A familiarity with legislative culture and process is preferred.

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 Diploma required.

LOCATION, SALARY AND FILING DATE:

This position will be working remotely.

Salary is \$15 per hour.

Working 15-20 hours per week

No benefits provided with this classification.

Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, AND SENATE APPLICATION VIA EMAIL TO:

Jessica Bartholow, Chief of Staff
Office of Senator Nancy Skinner
Jessica.Bartholow@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 05/31/2022