

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT COORDINATOR
OFFICE OF SENATOR UMBERG**

BASIC FUNCTIONS AND DUTIES:

Under the direction of the Senator and the Chief of Staff, the District Coordinator will serve as the supervisor of district office staff, by establishing and maintaining cooperative relationships with staff, overseeing constituent communication, and overseeing the Senator's district event schedule. Applicants must communicate effectively and be able to work cooperatively with elected officials, community leaders and business groups in the district. Candidates must also have great organizational skills and the ability to work in a fast-paced, professional environment. The 34th Senate District includes the cities of Santa Ana, Anaheim, Garden Grove, Westminster, Fountain Valley, Huntington Beach, Seal Beach, Los Alamitos, and Long Beach. The District Office is located at the Santa Ana Train Station.

DESIRABLE SKILLS AND KNOWLEDGE:

The 34th Senate District, legislative process, as well as the structure and policies of state government; effective coalition building; writing skills; public relations; basic office computer applications and social media platforms; the Senate's personnel rules, policies, and best practices pertaining to staff supervision, sexual harassment and Equal Employment Opportunities. Additionally, please indicate if you have any bilingual language proficiency.

ABILITY TO:

Establish a district office culture of excellence and respect; organize and structure employee duties and workload and supervise staff; communicate clearly and concisely, orally and in writing; manage, and evaluate programs; and maintain a cooperative and effective working relationship with staff and the Senator.

POSITION QUALIFICATIONS / EDUCATION:

A Bachelor's Degree and legislative experience are preferred.

SALARY AND FILING DATE:

Salary starts at \$5,496 per month. Applications will be accepted until position is filled.

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

Aria Ghafari, Chief of Staff
Aria.Ghafari@sen.ca.gov