

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CONSULTANT
SELECT COMMITTEE ON CALIFORNIA'S WINE INDUSTRY**

BASIC RESPONSIBILITIES: Under the supervision of the Chief of Staff, responsibilities include drafting written policy analyses and hearing summaries, press releases, talking points, op-eds, e-alerts and other external communications. The position requires strong project management skills and the ability to effectively coordinate and communicate with legislative staff, representatives of government entities, advocates, the media, and the public. Outstanding writing skills and the ability to communicate clearly and concisely under tight deadlines is required. The Consultant is responsible for preparing hearings of the Senate Select Committee on California's Wine Industry and other public events. **This position is based out of the district office.**

DUTIES AND ATTRIBUTES: Under the direction of the Chief of Staff, the Consultant will perform a variety of communications and analytical duties including: researching issues, developing and presenting recommendations, writing and distributing committee documents, news releases, talking points for public appearances, updating content of Senator's state web page, and generate interest in the Senator's legislative priorities. The Consultant will represent the Senator at meetings and staff the Senator. The position will assist constituents and respond to the public, draft Committee documents, and organize oversight and informational hearings. The Consultant must have a willingness to become a "jack of all trades" and take on other duties as assigned.

POSITION QUALIFICATIONS: Candidates must possess outstanding written and oral communication skills, as well as an attention to detail. Candidates must also have the ability to independently manage a substantial workload under strict deadlines (requiring working nights and weekends as necessary); analyze complex legislative proposals and succinctly communicate the policy implications, both orally and in writing; demonstrate initiative and creativity in addressing challenges, while exhibiting maturity, quick and positive judgment, and professionalism. Experience and knowledge of the legislative and committee process, interrelationships in the California Legislature, and proper communications strategy and practices is desirable. The ideal candidate will be able establish and maintain cooperative and effective working relationships with staff, the media, and the general public. Familiarity with Senate District 3 is highly desirable.

EDUCATION: Baccalaureate degree required.

SALARY AND FILING DEADLINE: Salary starts at \$5,628 a month plus benefits. Applications received until position is filled.

**SUBMIT SENATE APPLICATION, RESUME, WRITING SAMPLE, AND COVER
LETTER TO:**

Ezrah Chaaban, Chief of Staff, Office of Senator Bill Dodd at ezrah.chaaban@sen.ca.gov.