

# DISTRICT OFFICE OF SENATOR MENDOZA

## **POSITION AVAILABLE: District Representative**

Senator Tony Mendoza's District Office, located in Cerritos, California is seeking a District Representative to serve as an official liaison for the Senator throughout the 32<sup>nd</sup> Senate District. Candidates must be motivated, organized, have excellent written and verbal communications skills and the ability to work cooperatively with the other members of the Mendoza team as well as the myriad constituencies that make up the 32<sup>nd</sup> Senate District.

## **PRIMARY DUTIES OF THE POSITION:**

- Act as the Senator's representative by attending meetings and events as well as serving as a liaison between the Senator and Los Angeles and Orange Counties;
- Maintain an awareness of and involvement in local affairs and issues;
- Coordinate and plan district-wide events;
- Manage issue-specific projects as defined by the District Director, Chief of Staff and Senator when appropriate;
- Communicate with diverse constituencies on behalf of the Senator;
- Perform graphic art design including, but not limited to, ads, mailers, brochures, e-mail blasts and social media ads; and**
- Manage the member's databases and use mail mergers for mass-mailing purposes.

## **QUALIFICATIONS AND SKILLS:**

- Knowledge of graphic arts, videography and photography desired;
- Positive networking skills and the ability to speak in public;
- Competency in Microsoft Word, Excel, and Database Management;
- Must be detail-oriented;
- Ability to communicate in Mandarin, Tagalog Portuguese, or Hindi desired;
- Understanding of District and State issues, current events, and relevant legislation;
- Ability to establish and maintain cooperative relationships with local governments, private interest groups, and the general public;
- Ability to work with people of diverse backgrounds;
- Strong oral and written communication skills, including computer competency and social media;
- Ability to work efficiently and effectively under pressure;
- Strong analytical and problem-solving skills;
- Ability to work irregular hours including but not limited to weekends, evenings, or times dictated by the legislative calendar and workload demands;
- Ability to work effectively in a professional office environment;
- Provide accurate and complete information in response to complex constituent inquiries and problems;
- Must have a vehicle to travel throughout the district.

**SALARY RANGE:** Starts at \$3368 per month

**TO APPLY:** Please email or fax your resume and cover letter to:  
Eusevio Padilla, Chief of Staff, Office of Senator Tony Mendoza  
E-mail: Eusevio.Padilla@sen.ca.gov Deadline: Until filled.