

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT REPRESENTATIVE
OFFICE OF SENATOR MITCHELL**

BASIC FUNCTIONS:

Under the supervision of the District Director and Chief of Staff, the District Representative briefs the Senator in preparation for district meetings with constituents, as well as acting as the representative for the Senator by attending district-related events and meetings; may include public speaking or certificate presentations.

The District Representative must remain knowledgeable of district issues by reviewing media sources and constituent input on a daily basis, as well as through regular contact with leaders in the district including attending community group meetings, events, etc. He or she is also responsible for drafting and sending letters for congratulations, regular reports for the Senator on district activities, and must perform constituent services and casework as assigned.

DUTIES:

Under the supervision of the District Director, develop and implement proactive outreach plans for assigned geographic areas of the district. Create and strengthen the Member's relationships and presence in the community. Maintain, expand and utilize a database of community leaders and allies for assigned issues, constituencies and geographic areas of the district. Meet with local organizations and leaders on behalf of the Member to discuss community initiatives and priorities. Regularly attend community and neighborhood meetings and events, and present greetings and commendations on behalf of the Member when appropriate. Identify and monitor district issues and seek proactive opportunities for the Member's involvement. Perform constituent services and casework as assigned. Report to the District Director.

DESIRABLE SKILLS AND KNOWLEDGE:

Organized self-starter with ability to work individually and as part of a team. Commitment to public and community service is essential. An understanding of community issues relative and relevant to the district. Excellent verbal and written communication skills, ability to listen attentively and respond promptly to concerns brought to the attention of Senator Mitchell by her constituents. Public speaking experience preferred. Necessary qualifications include problem-solving skills, attention to detail, as well as the ability to think creatively and to meet deadlines. Strong ties to the 30th Senate District preferred. Proficient in Word, Excel, PowerPoint and social media.

Ideal candidates must have strong oral and written communication, in addition to an understanding of state policy issues and constituent services. Ability to exercise discretion, independent judgment and confidentiality in fulfillment of responsibilities is essential. Candidates must be able to multi-task and manage time effectively, meet deadlines and adapt to changing priorities and a fluid schedule. Candidates must also be able to work a flexible schedule, including nights and weekends.

EDUCATIONAL REQUIREMENTS:

Bachelor's degree or equivalent professional experience is required. A background in public policy, public affairs, communications or a related field preferred.

PAY RANGE AND FILING DATE:

Salary starts at \$3548 per month. Applications will be accepted until the position is filled.

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

Attn: Hannah Cho, District Director

Office of Senator Holly Mitchell

Email: hannah.cho@sen.ca.gov