

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

**BASIC RESPONSIBILITIES:**

Under the direction of the Chief of Staff, serves as the supervisor of district office staff; establishes and maintains cooperative relationships with staff. Communicates effectively and works cooperatively with elected officials, community leaders and business groups in the district.

**DUTIES AND ATTRIBUTES:**

- Work jointly with the Capitol chief of staff to ensure that the Senator's goals and objectives for the district are being carried out and addressed appropriately.
- Represent or staffs the Senator at meetings, events, and functions with constituents, and community groups, etc.
- Communicate clearly and concisely, orally and in writing; respond to various types of correspondence; work effectively under pressure while maintaining a positive and respectful attitude; deliver excellent customer service.
- Oversee the Senator's schedule while he is in the district.
- Effective communicator with colleagues, constituents, government agencies, community-based organizations, members of the public and other elected officials.
- Great organizational skills and ability to work in a fast-paced, professional environment.
- Under the direction of the Chief of staff, directs, coordinates and supervises the operation of the Senator's district office.
- Legislative experience is preferred.
- Communicate to staff members and to the general public the Member's legislative agenda and his priorities.

**POSITION QUALIFICATIONS:**

Bachelor of Arts Degree preferred.

**SALARY & FILING DATE:**

Salary starts at \$5,234 per month. Applications will be accepted until position is filled.

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

Elissa Ouchida  
Office of Senator Pan  
State Capitol Room 4070  
Sacramento, CA 95814  
[Elissa.Ouchida@sen.ca.gov](mailto:Elissa.Ouchida@sen.ca.gov)