

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
District Representative for Senator Mendoza**

SUMMARY:

Under the supervision of the District Director, the District Representative acts as a liaison between the Senator and constituents, district organizations, local governments, and state agencies. As such, he or she must monitor any pertinent district or local issues, especially those involving state agencies and keep the Senator, Chief of Staff, and District Director up to date. The District Representative must be able to represent and articulate the Senator's position on legislative and local issues that affect the district through verbal and written communication.

ESSENTIAL JOB FUNCTIONS:

- 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.

DESIRABLE SKILLS AND KNOWLEDGE:

- 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.

EDUCATIONAL REQUIREMENTS:

- Bachelor's degree or equivalent professional experience is required.

PAY RANGE AND FILING DATE:

- Starts at \$3548 per month plus benefits. Cover letter and resumes will be accepted until position is filled.

SUBMIT COVER LETTER, SENATE APPLICATION, AND RESUME TO:

Ana Perez, District Director, Office of Senator Tony Mendoza

E-mail: Ana.Perez@sen.ca.gov and Eusevio.Padilla@sen.ca.gov