

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
EXECUTIVE ASSISTANT  
OFFICE OF SENATOR BEN ALLEN**

**BASIC FUNCTIONS:**

Under the supervision of the Chief of Staff and the District Coordinator, the Executive Assistant acts as a liaison between the Senator and constituents, district organizations, local governments, and state agencies. As such, he or she must monitor local issues, especially those involving state agencies, and keep the Senator, Chief of Staff and District Coordinator apprised. The Executive Assistant is also responsible for front desk operations and general office duties. The position is located in the District Office in Redondo Beach.

**DUTIES:**

Under the supervision of the Chief of Staff and the District Coordinator, the Executive Assistant 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 position requires knowledge of district issues, including 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. The Executive Assistant will also perform various office duties, such as answering the phone, processing resolutions, and sorting mail as needed.

**DESIRABLE SKILLS AND KNOWLEDGE:**

Ideal candidates must have strong oral and written communication skills, 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 \$3368 per month. Applications accepted until position is filled.

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

Samuel Liu,  
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Redondo Beach, CA 90278