

California State Senate
Job Announcement
Legislative Black Caucus- Legislative Aide
Office of Senator Bradford

California State Senator Bradford is seeking a highly motivated and energetic person with excellent organizing skills and commitment to public service to join the Capitol staff as a Legislative Aide to the Legislative Black Caucus.

BASIC FUNCTIONS:

Promote the goals and objectives of the Legislative Black Caucus to develop and promote policies that will provide equal opportunity and inclusion for Black Americans including issues related to education, employment, housing, health care, commerce and government. The Legislative Aide will establish partnerships with Black communities and organizations across California and conduct research to support caucus objectives. Other functions include planning, organizing, overseeing specific project activities related to Legislative Black Caucus projects and events, and researching legislation. Being able to interact effectively with internal and external audiences, including advocates and other interested parties on pending legislation and programs is essential. The Legislative Aide will also prepare communications for the Legislative Black caucus members and respond to correspondence on Black issues related to legislation and other state activities.

DUTIES:

Basic duties include representing and staffing the Legislative Black caucus members at events and legislative meetings, maintaining a database of state Black leaders and organizations, coordinating statewide and regional events, preparing meetings, and office administration. The Legislative Aide will also prepare background materials, talking points, agenda minutes, and floor statements. Candidates are expected to travel and attend events on behalf of the Legislative Black Caucus.

KNOWLEDGE OF:

The ideal candidate should be knowledgeable about Black communities in California, as well as the legislative process and state government. Prior knowledge and experience in Black outreach and policy areas related to Black priorities is beneficial.

ABILITY TO:

Candidates must possess excellent community organizing and coalition building skills, communication skills, analytical skills, as well as knowledge of the legislative process. The ideal candidate is self-motivated, creative, detail-oriented, able to handle multiple projects, and capable of working well individually as well as collaboratively.

EDUCATION:

Bachelor's degree required.

PAY RANGE & FINAL FILING DEADLINE:

Salary starts at \$3,548 per month plus benefits. Applications will be accepted until position is filled.

SUBMIT COVER LETTER, RESUME, WRITING SAMPLE & SENATE APPLICATION TO:

Senator Bradford

C/O Human Resources

1020 N Street, Legislative Office Building Room 571

Sacramento, CA. 95814