

**California State Senate
Job Announcement
Legislative Lesbian, Gay, Bisexual, and Transgender (LGBT) Caucus Legislative
Aide
Office of Senator Lara**

California State Senator Ricardo Lara, Vice Chair of the LGBT Caucus is seeking a highly motivated and energetic person with excellent writing and organizing skills and a strong commitment to public service to join the Capitol staff as a Legislative Aide to the Legislative Lesbian, Gay, Bisexual, and Transgender (LGBT) Caucus.

BASIC FUNCTIONS:

Promote the goals and objectives of the Legislative LGBT Caucus to develop policies that will provide equal opportunity and inclusion for LGBT Americans including issues related to education, employment, housing, health care, and government. The Legislative Aide will establish partnerships with LGBT communities and organizations across California and conduct research to support caucus objectives. The Legislative Aide will support the policy activities of our Caucus in the Senate, including staffing legislation; tracking bills; staffing Caucus meetings; organizing events, such as briefings and round tables; and proactively identifying LGBT community members to serve on statewide boards and commissions, among other legislative work. The ability 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 LGBT Caucus members and respond to correspondence on LGBT issues related to legislation and other state activities.

DUTIES:

Basic duties include representing and staffing the Legislative LGBT caucus members at events and legislative meetings, maintaining a database of state LGBT leaders and organizations, coordinating statewide and regional events, arranging 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 LGBT Caucus.

KNOWLEDGE OF:

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

Erika Contreras at erika.contreras@sen.ca.gov.