

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
EXECUTIVE ASSISTANT
OFFICE OF SENATOR ANDERSON**

BASIC FUNCTIONS: Under the direct supervision of the Deputy Chief of Staff, the Executive Assistant is responsible for overseeing the constituent recognition program and assisting with other constituent services. Applicants for this part-time position must be organized, proactive team-players with solid leadership skills.

DUTIES & ATTRIBUTES: The Executive Assistant must work well in a team environment and be teachable. The ability to learn, understand, and adhere to Senate's mass mailing regulations is crucially important. Applicants for this position must be able to complete tasks or projects under deadlines. The Executive Assistant will be responsible for leading teams of interns in completing tasks or projects, so they must be able to communicate clearly and concisely. Applicants should also expect to work beyond regular hours as district events or projects require.

EDUCATION:

High school diploma required. Bachelor's degree preferred.

DESIRABLE POSITION QUALIFICATIONS:

Ideal candidates will have experience working in a fast-paced administrative capacity. Candidates should have an understanding of constituent services, strong oral and interpersonal communication skills, and have experience leading volunteers.

SALARY & FILING DATE:

Salary starts at \$1,684 (part-time position) per month. Part-time position does not include benefits. Resumes must be submitted by June 15.

SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:

Maggie Sleeper, Deputy Chief of Staff

Maggie.Sleeper@sen.ca.gov