

**CALIFORNIA STATE SENATE**  
**JOB ANNOUNCEMENT**  
**SPANISH MEDIA/TRANSLATION CONSULTANT I**

**BASIC FUNCTIONS:** Under the direct supervision of the Spanish Media /Translation Consultant II, the Spanish Media /Translation Consultant I will inform and engage Spanish Language media of Senate legislation. The Consultant I will cover and manage requests from the media to interview Members. The Consultant I will also translate talking points, media materials, and assist Members with media interviews. Additional responsibilities include translating Senate brochures, flyers, mailers, fact sheets, articles and other requested documents.

**DUTIES & ATTRIBUTES:**

- Provide Members with opportunities by generating and scheduling media requests
- Assist Members' offices by translating talking points for Members' legislation for television, radio and print newspapers
- Assist Members' offices to make sure interviews are successfully executed
- Answer phone calls in Spanish and English (Bilingual, with fluency in Spanish and English)
- Multitask and prioritize projects and assignments
- Complete tasks or projects and meet timeline demands
- Work well in a team environment
- Communicate clearly and concisely
- Work beyond regular hours when needed

**EDUCATION:**

- High school diploma required. Bachelor's degree preferred.

**DESIRABLE POSITION QUALIFICATIONS:**

- Experience in translating and interpreting fluently in Spanish (Written and Verbal)
- Knowledge of journalism and media practices; organization, function and awareness of Members' leadership roles
- Knowledge of the committee and leadership structure of the California Legislature and the legislative process

**PAY RANGE & FILING DATE:**

Salary starts at \$4,360 per month. Prior compensation will be considered.

Resumes must be submitted by June 9, 2015.

**SUBMIT COVER LETTER, RESUME, & SENATE APPLICATION TO:**

Beatriz Sandoval  
Senate Rules Committee  
State Capitol, Room 400  
Sacramento, CA 95814