

**CALIFORNIA STATE SENATE  
JOB ANNOUNCEMENT  
LEGISLATIVE AIDE  
JEWISH CAUCUS  
(SACRAMENTO, CA)**

California State Senator Weiner 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 Jewish Caucus.

**BASIC FUNCTIONS:**

Promote the goals and objectives of the Legislative Jewish Caucus to develop and promote policies that will provide equal opportunity and inclusion for Jewish Americans, including issues related to education, employment, housing, health care, commerce, and government. The Legislative Aide will establish partnerships with Jewish communities and organizations across California and conduct research to support caucus objectives. Other functions include planning, organizing, and overseeing specific projects, events, or activities related to Jewish Caucus initiatives. The Legislative Aide will also research legislation and lead advocacy efforts for the Jewish Caucus's legislative and budget priorities. 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 Jewish Caucus members and respond to correspondence on Jewish issues related to legislation, budget, and other state activities.

**DUTIES:**

Basic duties include representing and staffing the Legislative Jewish Caucus members at events and legislative meetings, maintaining a database of state Jewish 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, letters, budget requests, and floor statements. Candidates are expected to travel and attend events on behalf of the Legislative Jewish Caucus.

**KNOWLEDGE OF:**

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

**POSITION QUALIFICATION / EDUCATION:**

Bachelor's degree required.

If you are offered this position and are vaccinated, you will be required to submit a copy of your COVID vaccination card with your new hire paperwork.

**LOCATION, SALARY & FILING DATE:**

This position is located in Sacramento, CA.

Salary starts at \$3,912 per month plus benefits.

Applications will be accepted until position is filled.

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

Krista Pfefferkorn, Chief of Staff

Office of Senator Wiener

[krista.pfefferkorn@sen.ca.gov](mailto:krista.pfefferkorn@sen.ca.gov)