



Description: Position Announcement
Policy & Events Manager

The Policy & Events Manager is essential to the overall external operation of the State Senate office. This position will carry out duties to implement the district outreach strategy, community relations, and event management. The position will analyze public policies critical to our district, drive the creation and refinement of our legislative agenda, and work with the Chief of Staff to ensure collaboration with advocates and community stakeholders to develop and execute district events. This position reports to the Chief of Staff.

Essential Job Functions:

- Assist in conceptualizing and drafting innovative legislative proposals related to the Senator's priorities, including drafting talking points, and other related materials;
- Act as a liaison to stakeholders, coalitions, constituents, and state government agencies to develop and maintain effective relations;
- Work collaboratively with Chief of Staff to develop and implement district-wide outreach plan based on respective geographic region and outreach areas;
- Coordinate district events such as but not limited to: outreach events, food distribution, roundtables, town halls, meetings, tours, corridor walks, etc. as needed with team;
- Provide project coordination for the team by effectively conducting short- and long-term planning, delegating and assigning tasks, creating timelines and helping team members to prioritize workloads in collaboration with Legislative team;
- Provide continual outreach to constituents, businesses and agencies within all neighborhoods in the 11th district: including but not limited to conducting and attending meetings, canvassing, phone banking, event planning and management, targeted outreach, information campaigns, social media etc;
- Work with Legislative Team to develop & implement social media plan
- Meet regularly with stakeholders to gather insight and recommendations on policy impact; relay to Chief of Staff;
- Maintain up-to-date files and status on all events and outreach efforts;
- Assess casework for problems requiring legislative action and make recommendations to the Senator
- Maintain a good working relationship with the Senator, Chief of Staff, and constituents;
- Perform other duties as assigned

Education/Experience

At least one to two years of community organizing, campaign experience, policy or advocacy. A post-secondary degree is preferred. Some level of Spanish-language fluency or proficiency is preferred.

Skills and Knowledge Required

- Ability to speak and write in proficient Spanish and English
- Thoroughness and careful attention to detail;
- Knowledge and proficiency of office computer applications;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Ability to work cooperatively and courteously with others;
- Successful event planning experience
- Ability to capture, analyze, and synthesize large amounts of information
- Ability to research and analyze relevant constituent and legislative issues.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Be proactive, organized, and self-directed.
- Communicate clearly and concisely in writing and orally.
- Ability to exhibit a high level of professionalism and maintain confidentiality;
- Strong competency in office computer applications and social media platforms.
- Thorough knowledge of legislative process and of Senate organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Member is involved; and
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities and outreach efforts
- Strong presentation, planning and organizational skills

Working Conditions:

- Accepts performance-based criticism and directions;
- Works well under pressure and handles stress;
- Outreach duties require work during regular office hours and some nights and weekends. Additionally, employee must be able to drive or travel in-district 50% of the time.
- Employee must be able to work in a moderately noisy and crowded work environment without an expectation of privacy.

Salary

- Compensation based on experience and education
- Full Time position based in district office
- Qualified applicants should submit a cover letter with resume and contact information for three professional references to:
Marissa@senatorvillanueva.com

The Office of State Senator Celina Villanueva is an equal opportunity employer and prohibits discrimination based on race, color, religion, gender, age, military discharge, national origin, ancestry, ethnicity, disability, sexual orientation, marital status, pregnancy, or any other characteristic protected by federal or state law.