



JOB ANNOUNCEMENT

Staff Assistant

United States Senator Barbara Boxer

Los Angeles, California

August 2015

U.S. Senator Barbara Boxer has an opening for a full-time Staff Assistant in her Los Angeles office. Primary responsibilities include answering busy phones, greeting constituents, sorting incoming mail, preparing a daily news article digest, writing correspondence, supervising interns, and other duties as assigned.

The successful applicant must have a positive attitude and the genuine desire to serve constituents contacting Senator Boxer for assistance. Strong writing skills are essential and bilingual skills are a plus. This is an excellent entry-level opportunity for Californians considering a career in politics and government.

The position is full-time with federal benefits. Senator Boxer's office is located in downtown Los Angeles.

If interested, please send a resume, cover letter, and two short writing samples **no later than August 18, 2015** to:

Yvette Martinez
Deputy State Director & Senior Advisor
U.S. Senator Barbara Boxer
312 North Spring Street, Ste. 1748
Los Angeles, California 90012
(202) 224-0357 (fax)
jobs@boxer.senate.gov
(No phone calls please.)

Senator Barbara Boxer is an equal opportunity employer