



CALIFORNIA STRATEGIES
& ADVOCACY, LLC

California Strategies & Advocacy is seeking a Legislative Associate to work with our lobbying team in Sacramento, CA.

The ideal candidate is highly motivated, self-starter, and a strong writer with interest in education, health and children's issues. This position will also cover other policy and budget areas. This is a full-time position in the Sacramento Office.

Description of Job Duties:

- Research, analyze, and monitor relevant existing State and Federal policies, regulations, and legislation;
- Monitor legislative committee hearings and state board/commission meetings;
- Coordinate and help write proposals, legislative reports, client updates, and other written materials as requested;
- Coordinate and/or develop talking points, one-pagers, background documents, and support and opposition letters;
- Provide support to client-sponsored lobby days in the Capitol and other events, as needed;
- Speaking in public including legislative hearings, state board and commission meetings, and client presentations as necessary.

Qualifications:

- Strong writing, analytical, and communication skills;
- Knowledge of legislative practices and process maintain key relationship with political, legislative, and policy staff.
- Knowledge of education, health, and/or children's policies.
- Demonstrable attention to details.
- Ability to stay organized in a fast-paced environment working on multiple projects simultaneously.
- Proficiency in Microsoft Word, Powerpoint, Excel, and Outlook.
- Bachelor degree required with 3-5 years of related professional experience.

Interested applicants are asked to submit a cover letter and resume by December 7, 2020 to Gigi Neverkovec gigi@calstrat.com