



## California Airports Council Employment Opportunity

### **POSITION**

Title: Assistant Director

Location: Sacramento

Salary: Based on Experience

Benefits: Health benefits & 401(k)

Travel: In-state and out-of-state travel is required

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The California Airports Council (CAC) is comprised of the 31 commercial airports in California. The CAC conducts both state and federal advocacy, engages in regulatory processes and works with airport partners on projects and advocacy. The CAC also issues publications on timely issues facing airports in California. [www.calairportscouncil.org](http://www.calairportscouncil.org)

The CAC contracts with California Strategies & Advocacy, LLC for association management and legislative advocacy services. The position will formally be an employee of California Strategies & Advocacy, assigned to the CAC.

### **DESIRABLE QUALIFICATIONS**

- Strong writing skills
- Knowledge of California legislative process and calendar

- General familiarity with state agencies and departments including the California Transportation Agency, Air Resources Board, Department of Motor Vehicles & Housing and Community Development.
- Ability to multi-task and prioritize assignments
- Ability to get along in a small, team-oriented environment.
- Proficiency with Office Suite, especially Outlook, Word, and Excel
- Ability to organize work to accomplish assigned tasks
- Attention to detail

## **DUTIES**

- Work closely with California commercial airports on all advocacy issues
- Perform active lobbying of the California Legislature and the United States Congress
- Assist with preparation of Board meeting materials for 3 board meetings per year.
- Prepare primary drafts of CAC publications
- Maintain and update the CAC website
- Monitor regulatory issues at CARB

## **HOW TO APPLY**

Please submit the following to [lbernal@calstrat.com](mailto:lbernal@calstrat.com):

1. Cover Letter
2. Resume
3. 2-3 Writing Samples