



POSITION

Title: Associate – Two Positions Available

Duties: Legislative Advocacy, Client Communications, Project Management

Location: Sacramento/Hybrid Office Schedule

Salary: \$75,000 plus performance bonus

Benefits: Health benefits & 401(k)

Travel: In-state and out-of-state travel may be required

=====

California Strategies, LLC is seeking two Associates who will serve as legislative advocate and consultant for existing clientele.

DUTIES

- Work closely with California Strategies clients on all advocacy issues.
- Perform active lobbying of the California Legislature.
- Prepare for and participate in client meetings.
- Monitor state regulatory issues

DESIRABLE QUALIFICATIONS

- Strong writing skills.
- Knowledge of California legislative process and calendar.
- One position with general familiarity with state agencies and departments including the California State Transportation Agency, Air Resources Board, Department of Motor Vehicles & Housing and Community Development. The second position with general familiarity with state agencies and departments including State Board of Education, California Department of Education, or Health and Human Services Agency, Department of Social Services, Department of Health Care Services
- 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.

HOW TO APPLY

Please submit the following to lbernal@calstrat.com:

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