

CALIFORNIA STRATEGIES & ADVOCACY, LLC
SACRAMENTO OFFICE
FELLOW POSITION

Sacramento-based governmental affairs firm is seeking a full-time policy fellow to provide analytical research, coordinate client meetings and calls, assist in writing and analysis, and help manage projects. A background or understanding of public policy issues related to environmental and energy policy in California is preferred.

ABOUT THE COMPANY

California Strategies & Advocacy is a governmental affairs firm that helps clients navigate through the complexity of California's political, regulatory, legislative, and external environment to achieve winning results. The California Strategies team serves as experts throughout the state in a wide range of fields, including energy, environment, advanced transportation, procurement, grants and incentives, real estate and land use, natural resources, and water. Clients include companies, governmental entities, industry associations, and not-for-profits who have governmental affairs and/or advocacy goals in California. For more information, visit: www.calstrat.com.

JOB RESPONSIBILITIES

Responsibilities may include, but are not limited to:

- Research and monitoring relevant existing State and Federal policies, regulations, and legislation
- Identify relevant public funding opportunities
- Coordinate and help write grant proposals
- Help write talking points, one-pagers, agendas, and other background documents
- Develop press releases, media advisories, media contact lists, research, graphic design, and message development
- Coordinate client meetings and conference calls
- Help support clients

JOB REQUIREMENTS

Education & Experience

- A college degree and/or graduate degree
- One (1) to three (3) years of relevant professional experience is preferred
- A background in policy is preferred, in addition to an understanding of issues relating to environmental policy in California and knowledge of California's governmental structure and policy context
- Experience scheduling and coordinating multiple calendars is preferred

Skills

- Strong analytical, writing, and research skills
- Detail-oriented with a high level of organization and time management
- Demonstrate the ability to quickly change focus from one task to another while successfully juggling both short- and long-term projects
- Exceptional writing, proofreading, and editing skills – must be able to communicate complex message clearly and concisely
- Proficiency with MS Office programs (MS Word, MS Excel, MS PowerPoint, etc)
- Basic understanding of traditional office equipment (printers, scanners, fax machines, etc.)
- Strong customer service

COMPENSATION

Commensurate with experience.

DURATION

The fellow position is full-time with benefits for 9-12 months with the potential opportunity to extend to an employee at the end of the fellowship.

TO APPLY

Submit a cover letter, resume, and writing sample to:

Devon Ford: dford@calstrat.com

Applications are due Friday, March 31, 2023.