



CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: California Legislative Latino Caucus

Classification: Consultant (Associate or Senior)

Posted: January 24, 2025

Salary: Associate Consultant \$3,932 - \$10,001/mo. or Senior Consultant \$6,231 - \$14,450/mo. Compensation is dependent on experience, significant experience is required to reach the higher end of the salary range.

Position Location: 1021 O Street and State Capitol, Sacramento, CA

The mission of California Legislative Latino Caucus (CLLC) is to advocate for the interests of Latino Communities, remove roadblocks Latinos face in every aspect of life, and increase Latino participation and representation in all levels of government and public life. CLLC is a bicameral caucus with two consultant positions in both the Senate and the Assembly. The duties and responsibilities are shared by the four consultant positions. Assembly consultants are assigned to work for one of the two Vice Chairs.

Basic Functions:

Under the direction of the Vice Chair and the Chief of Staff, the Consultant will serve as a principal staffer for the Assembly and the California Legislative Latino Caucus. The Consultant is responsible for providing timely and accurate information to caucus leadership in the Assembly about all issues that affect the Latino community, especially those coming before the Legislature as policy or budget items. The Consultant works with caucus leadership within the Assembly and coordinates with other staff to develop and execute the Caucus' budget and legislative agenda and all other goals and objectives of the California Legislative Latino Caucus.

Duties:

Tasks will include, but not be limited to: preparing talking points for Latino Caucus events and meetings; providing letter writing support; organizing and staffing all Latino Caucus Member meetings and events; coordinating communication with all Caucus Member offices; maintaining a list of priority legislation; writing support letters to legislative committees and the Governor; meeting with lobbyists and advocates; and responding to constituent questions and other inquiries regarding the Caucus' priorities and the Member's views on all matters impacting the Latino community.

Knowledge/Skills/Abilities:

- Experience and knowledge of the legislative and committee process including budget process.
- Strong leadership and interpersonal skills
- Strong communication and writing skills
- Ability to work well with a team, managing multiple projects and strict deadlines
- Understanding of CLLC's history, role and function within the legislature
- Experience with event planning organization and execution
- Proficiency in word processing, spreadsheets, and databases
- Ability to work well in a team setting, manage strict deadlines, and demonstrate initiative
- Graphic design/visual communication experience a plus

Minimum Job Requirements:

- 5 year combination of project management and legislative experience
- Must be willing to travel throughout the state

Preferred Job Requirements

- Bilingual Spanish preferred
- Bachelor's degree in a related field

Contact: Please send a cover letter and resume to: Paul.Ramey@asm.ca.gov