



**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:**

- 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
- 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:**

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

**Contact:** Please send a cover letter and resume to MV Watson at [mv.watson@asm.ca.gov](mailto:mv.watson@asm.ca.gov).