



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Cottie Petrie-Norris

**Classification:** Legislative Assistant

**Posted:** January 6, 2025

**Monthly Salary:** \$5,417-\$7,845 monthly.

**Location:** State Capitol, Sacramento, CA

Assemblymember Cottie Petrie-Norris is seeking a Legislative Assistant for her Capitol Office. Under the direction of the Chief of Staff and Legislative Director, the Legislative Assistant will manage communications and media outreach, as well as develop and execute the member's strategic communications plan. Duties include but not limited to being the lead in writing and issuing press releases, media advisories and op/eds, coordinating interviews and media inquiries by the press, handling social media, and writing speeches. Candidates should have media experience, knowledge of social media platforms, ability to use appropriate software for the creation of graphics, strong writing skills, and ability to analyze and understand key legislation and budget priorities/policy in California.

The Legislative Assistant will also perform a variety of duties including, but not limited to, staffing bills and policy committees, conducting policy related research, drafting talking points, fact sheets, and letters, meeting with stakeholders, advising the Assemblymember on specific issue areas, and general office duties as needed.

Preferred candidates will have a minimum of 1-2 years of experience in the legislature, possess strong verbal and written communication skills, and the ability to work collaboratively in a fast-paced environment. Current Assembly employees of non-returning offices are encouraged to apply.

**Contact:** Interested applicants should email a copy of their resume and a cover letter to [Jimmy.Wittrock@asm.ca.gov](mailto:Jimmy.Wittrock@asm.ca.gov). Please write "Legislative Assistant Position" in the subject line