



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Jewish Caucus
Classification: Associate Consultant
Posted: March 29, 2022

Reports To: Chair of the Jewish Caucus and the Chief of Staff.
Supervise: No supervisory responsibility.

Basic Function: Provides assistance in the preparation of analyses and information for the California Legislative Jewish Caucus (the Caucus) and individual members of the Caucus, concerning pending Jewish community issues, priority legislation and existing or potential Jewish programs.

Distinguishing Characteristics: Ability to perform a variety of professional analytical tasks of moderate to high complexity with only general direction. Duties require knowledge of the Jewish community or Jewish issues demonstrated by education or prior experience. Work is typically reviewed during work process and upon completion.

Essential Duties:

- Assists in providing information concerning potential and pending legislation (including preparation of analysis, drafting measures, amendments and fact sheets).
- Prepares drafts or reports, summaries, press releases, letters and other written materials within on Jewish topics.
- Prepares public information (including reports, summaries, and other written materials) within the program area.
- Collects and summarizes information necessary for the enactment of legislation and budget items.
- Meets with Jewish community leaders to discuss Caucus priorities.
- Drafts amendments as directed by author or supervisor.

- Maintains and develops contact with other Jewish community organizations, diversity consultants, special interest groups, Jewish community leaders, and public agencies.
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual.
- Does other related work as assigned.

Knowledge of/Ability to:

- Principles and operations applying to a given program area and Jewish community and key Jewish issues.
- Event planning.
- Organization and function of the California State Government.
- Legislative and Budget process.
- Conduct analyses of minimum complexity in the program area or of moderate complexity with supervision regarding methodology or approach.
- Learn applicable laws, policies and issues in the program area.
- Communicate clearly and concisely.
- Work effectively with those contacted in the course of duties.
- Work extended hours as necessary when legislative functions dictate.
- Access, input and retrieve information from a computer.
- Knowledge of Jewish issues including antisemitism, Jewish history, and Jewish Community organization preferred

Contact: Please email resume, references, and a writing sample using the subject line "Jewish Caucus Consultant Application" to Alicia.Isaacs@asm.ca.gov.