



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Asian Pacific Islander Caucus

Classification: Consultant

Posted: November 30, 2020

The California Asian Pacific Islander Legislative Caucus seeks Consultant to staff the Caucus, including providing strategic direction and managing daily operations. The Consultant will be responsible for developing Caucus agenda and policies including annual legislative and budget priorities, representing the Caucus to various stakeholders, planning and staffing events and meetings, organizing Floor ceremonies and events and staffing various Caucus resolutions.

The ideal candidate will possess the following:

- Three plus years legislative experience preferred
- Sound political judgment and diplomacy to work with wide range of parties, including legislators, staff, advocates, and community members
- Knowledge and demonstrated experience working with API community and issues
- Strong analytical skills with ability to develop and implement Caucus goals in strategic fashion
- Excellent verbal and writing communications skills
- Superior organizational skills and ability to prioritize tasks in fast-paced environment
- Self-starter able to work independently as well as part of a team
- Experience in community organizing/coalition building and conference/event planning preferred

Contact: Please submit cover letter, resume, and relevant writing samples to gina.frisby@asm.ca.gov.