



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** California Legislative Black Caucus

**Classification:** Consultant

**Posted:** November 16, 2022

**Starting Salary:** \$6,250/mo. (Salary DOE)

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

The mission of CLBC is to advocate for the interests of Black Californians, remove roadblocks Black Americans face in every aspect of life, demand equity to eliminate disparities between racial groups, and increase African American participation and representation in all levels of government.

**Position Objective:** The Consultant for the California Legislative Black Caucus develops and executes the Caucus' budget and legislative agenda on all topics impacting Black Californians, including but not limited to social justice, civil rights, education, housing, health, transportation, and environmental issues.

*CLBC is a bicameral caucus with a consultant position in both the Senate and the Assembly. The Duties and Responsibilities are shared by both consultant positions.*

### **Duties and Responsibilities:**

- Represents CLBC Members with other Legislators, government officials, interest groups and the general public
- Plans, develops, and executes annual CLBC events
- Identifies issues requiring engagement by the CLBC and recommends decisions or actions to be taken
- Assists the CLBC Members with long-term planning and identification of priorities
- Coordinates legislative issues and actions with other offices

- Prepares talking points and speeches for presentation of resolutions or other recognitions
- Oversees message development for press and speeches for public events
- Develops and implements a social media strategy for various CLBC initiatives
- Processes and executes scheduling requests and travel accommodations
- Plans and executes press conferences concerning CLBC issues and legislative agenda
- Develops and maintains a database of key stakeholders and advocacy groups for the CLBC
- Supervises, trains, and counsels interns, Assembly Fellows, CLBC volunteers on budget, and legislative strategy
- Briefs the Chair and Vice-Chair weekly on CLBC issues including, but not limited to scheduling, constituent requests and event preparation
- Prepares letters of support, recommendation, and policy agenda to be sent to the Governor, state agencies, and other organizations
- Creates appropriate forms and applications for CLBC scholarships and leadership conferences
- Screens applicants for youth leadership opportunities, including coordinating with K-12 counselors and administrators regarding youth application requirements such as letters of recommendation and official transcripts
- Updates the CLBC website as needed
- Performs general office duties, such as answering phones and responding to emails

### **Knowledge/Skills/Abilities:**

- Must possess strong leadership and interpersonal skills
- Strong communication and letter writing skills
- Understanding of CLBC's history, role and function within the legislature
- Event planning organization and execution
- Proficient in word processing, spreadsheets, and databases

### **Minimum Job Requirements:**

- 5 year combination of project management and legislative experience
- Bachelor's degree in related field
- Must be willing to travel throughout the state

**Approximate Time Spent on Job Related Activities - 2 Year Legislative Cycle:**

Administrative/Scheduling	25%	Agenda & Meeting Prep	15%
Event Planning	25%	Budget Priorities	10%
Legislative/Policy	20%	Miscellaneous	5%

**Contact:** Please send a cover letter and resume to [Taylor.Woolfork@asm.ca.gov](mailto:Taylor.Woolfork@asm.ca.gov).