CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Chen
Classification: Legislative Director
Posted: September 20, 2022

Assemblymember Phillip Chen seeks a Legislative Director based in his Sacramento Capitol office. The Legislative Director is primarily charged with overseeing the Member's legislative priorities.

Duties include (but not limited to): Responsible for the development and movement of the Assemblymember's legislative agenda. A successful candidate will have a strong understanding of the legislative process, be highly organized, detail-oriented, creative, possess strong writing and analytical skills, employ good judgment, work well on deadlines and under pressure, and is able to successfully manage multiple and competing tasks and projects. Key responsibilities include, but are not limited to, research and development of legislation, providing guidance and direction to legislative staff, seeking out and communicating with key stakeholders, analyzing bills, research various topics and provide talking points, preparing the Assemblymember for meetings, briefings, committee hearings, and Assembly Floor activity. Performs other duties and responsibilities as required.

Contact: To apply, please email a cover letter and resume to Chief of Staff, ali.navid@asm.ca.gov.