



**KNOWLEDGE OF:**

- Microsoft Office's Outlook, Word, Excel and Powerpoint. Social media skills a plus.
- California and National political and policy issues.
- Organization and function of CA State Government, Legislature and legislative process.
- Appropriate outreach for state government purposes.

**ABILITY TO:**

- Display high level of interpersonal relations, organization and time-management, while also acting as a motivational team leader.
- To work in a fast paced environment, manage multiple projects and work well in a team environment.
- Excellent oral and written skills, resourceful and detail oriented.
- Work extended hours as necessary when legislative functions dictate.
- Travel as requested.
- Other related duties as assigned.

**Contact:** Send resume to [Katie.Vavao@asm.ca.gov](mailto:Katie.Vavao@asm.ca.gov).