



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember C. Garcia

**Classification:** Scheduler

**Posted:** November 1, 2021

Assemblymember Cristina Garcia is seeking a temporary Scheduler for her Capitol or District Office to manage a complex and dynamic calendar, schedule District Office and Capitol meetings. Applicants must be highly organized, detail oriented, have scheduling experience and proficient with a variety of computer applications. Bilingual Spanish/ English skills a plus. This is a temporary position not to exceed 4 months ideally November-March.

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