

Knowledge of/Ability to:

- Minimum of 3-5 years of California legislative experience is preferred.
- Various functions of the California Legislature, including legislative process and Assembly and Senate office procedures; both Capitol and district office experience is desirable.
- Training/teaching methods and techniques.
- Develop and implement training curriculum.
- Train, teach, facilitate, and speak publicly.
- Exhibit strong written and interpersonal skills with emphasis on attention to detail.
- Utilize technology in the course of work, including proficiency in Microsoft Outlook, Excel, Word, and PowerPoint.
- Utilize ZOOM for delivery of webinars and meetings.
- Organize and prioritize a variety of tasks/projects.
- Work additional hours based upon the business needs of the department. The need for additional hours may occur at any time during the year, including during preparation prior to and following the two-year election cycle and related to travel through the state.
- Routine travel within the State of California.

Contact: Submit cover letter and resume to:
Human.Resources@asm.ca.gov.