



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: California Legislative Black Caucus

Classification: Senior Consultant

Posted: April 30, 2021

Starting Salary: \$6,944/mo. (Commensurate with experience)

Position Location: State Capitol, Sacramento, CA

Duties and Responsibilities:

The Senior Consultant for the California Legislative Black Caucus develops and executes the CLBC budget and legislative agenda on various topics including, but not limited to social justice and civil rights, education, housing, health, transportation and environmental issues.

Requirements:

- Extensive management and legislative experience is required.
- Must possess strong leadership and interpersonal skills
- Strong communication and letter writing skills
- Represents CLBC Members with other Legislators, government officials, interest groups and the general public
- Plans, develops, and executes annual CLBC events
- Identifies issues requiring involvement 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
- Oversees message development for press and speeches for public events
- Develops and implements a social media strategy for various CLBC initiatives

Knowledge of/Ability to:

- Organization, role and function of the CLBC
- Event planning organization and execution for CLBC events
- Process and execute scheduling requests and travel accommodations
- Plan and execute press conferences concerning CLBC issues and legislative agenda
- Develop and maintain a database of key stakeholders and supporters of the CLBC
- Supervise, train, and counsel interns, Assembly Fellows, CLBC volunteers on political and legislative strategy
- Brief the Chair and Vice-Chair weekly on CLBC issues including, but not limited to scheduling, constituent requests and event preparation
- Conduct research on potential opportunities to fill job vacancies with CLBC constituents
- Prepare letters of support, recommendation and policy agenda to be sent to the Governor, state agencies, and other organizations
- Create appropriate forms and applications for CLBC scholarships and leadership conferences
- Process several hundred applications for youth leadership opportunities; check for accuracy and completeness; follow up with K-12 counselors and administrators regarding youth application requirements such as letters of recommendation and official transcripts
- Update the CLBC website as needed
- Some travel may be required
- Perform general office duties, such as answering phones and responding to emails
- Proficient in word processing, spreadsheets and databases
- Other duties as assigned.

Contact:

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