



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember M. Fong
Classification: Legislative Assistant
Posted: May 15, 2023

Assemblymember Mike Fong (D-Alhambra) is seeking a Legislative Assistant. The ideal candidate has at least one year of legislative experience, working either in the Legislature or with the Legislature; great writing, communications and analytical skills; is able to work on multiple tasks at the same time; and is a team player. Job duties include, but not limited to, staffing the Assemblymember's bills (research; write fact sheets, Q & As and talking points; garner support; work with Committee staff; etc.), staffing the Assemblymember on committees he sits on, taking lead on a number of issue areas, making recommendations on bills, staffing the Assemblymember in meetings or at events, analyzing and writing briefing materials for bills on the Floor, and meeting with stakeholders and constituents. Salary range between \$47,184-\$120,132. The successful candidate's salary is anticipated to be established between \$50,000 - \$60,000.

Contact: Please send resume, cover letter, and writing samples to Sophia Kwong Kim, sophia.kwong@asm.ca.gov.