



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Republican Caucus

Classification: Associate or Senior Caucus Communications Consultant

Posted: August 14, 2026

Location: State Capitol, Sacramento, CA

The Assembly's Republican Caucus is seeking a full-time Communications Consultant to join its Communications Division. Under the direction of the Communications Director, the Caucus Communications Consultant researches legislative and government issues, prepares communications materials, assists with media relations, and works closely with communications, policy, leadership, and Member offices to support accurate, timely, and effective public communications. The ideal candidate is analytical, detail-oriented, exercises sound professional judgment, possesses outstanding writing skills, and has a strong understanding of the California legislative process.

Primary Responsibilities

- Prepare background memoranda, briefing materials, talking points, speeches, press releases, opinion pieces, and other communications materials.
- Review communications materials for factual accuracy, consistency, and completeness prior to publication.
- Translate complex legislative and government issues into clear, concise public-facing communications.
- Verify facts, statistics, quotations, historical references, and supporting source materials used in public communications.
- Research legislative, budget, regulatory, and government issues supporting Communications Division initiatives.
- Monitor legislative activity, committee hearings, budget actions, and government developments to identify emerging communications opportunities.

- Review legislative materials, committee analyses, budget proposals, reports, and supporting documents to assist Communications Division initiatives.
- Assist with media relations, rapid response, and other communications initiatives as assigned.
- Perform other Communications Division duties as assigned.

Required Qualifications

- Demonstrated experience researching and evaluating legislative issues, government programs, budgets, or related public affairs topics.
- Exceptional analytical, research, and writing skills.
- Strong understanding of the California legislative process.
- Ability to communicate complex legislative and government issues clearly and accurately through written communications.
- Excellent organizational skills, attention to detail, and professional judgment.
- Ability to manage multiple assignments under tight deadlines.

Preferred Qualifications

- Bachelor's degree in Political Science, Public Policy, Public Administration, Economics, Communications, Journalism, History, Statistics, or a related field.
- 3-5 years of full-time professional experience in the California State Legislature, state government, or a comparable legislative environment.
- Experience preparing legislative analyses, briefing materials, issue summaries, budget analyses, or comparable analytical work products.
- Familiarity with the California State Budget and executive branch agencies.
- Experience supporting communications, public affairs, media relations, or government affairs.
- Experience working in a fast-paced legislative or governmental environment.

Compensation

- Salary Range: The salary range for an Associate Caucus Communications Consultant \$5,417 – \$8,322/month. The salary range for Senior Caucus Communications Consultant in \$6,375 - \$10,500/month.
- The anticipated salary range for this position is \$6,376 - \$6,856/month (Senior). Classification and salary will be based on experience. Position includes full California State Assembly benefits.

Contact:

Email your resume and cover letter to George.Andrews@asm.ca.gov.

Subject Line: Caucus Communications Consultant Position. No phone calls or walk-ins, please.