



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember James Ramos

Classification: Associate or Senior Consultant

Posted: August 20, 2026

Position Location: 1021 O Street and State Capitol, Sacramento, CA

The mission of the Native American Caucus Consultant is to support California Native American priorities in the Legislature and ensure California Native American voices, priorities, and Tribes are represented and meaningfully included into the state's legislative and budget process, with the oversight of the Caucus Chair.

Basic Functions: Under the direction of the Assemblymember and the Chief of Staff, the Consultant is responsible for providing timely and accurate information to caucus leadership in the Assembly about all issues that affect the Native American community, especially those coming before the Legislature as policy or budget items.

Duties: Tasks will include, but not be limited to: preparing talking points for Native American events and meetings; providing letter writing support; organizing and staffing all Native American Member meetings and events; coordinating communication with all Caucus Member offices; maintaining a list of priority legislation; writing support letters to legislative committees and the Governor; meeting with lobbyists and advocates; and responding to constituent questions and other inquiries regarding the Caucus' priorities and the Member's view on all matters impacting the Native community.

Knowledge/Skills/Abilities:

- Experience and knowledge of the legislative and committee processes, including the budget process.
- Strong leadership and interpersonal skills
- Strong communication and writing skills
- Ability to work well with a team, managing multiple projects and strict deadlines
- Understanding of CLNAC's history, role and function within the legislature
- Experience with event planning organization and execution
- Proficiency in word processing, spreadsheets, and databases
- Ability to work well in a team setting, manage strict deadlines, and demonstrate initiative.

Minimum Job Requirements:

- 5-year combination of project management and legislative experience
- Must be willing to travel as Legislative functions dictate

Preferred Job Requirements:

- Bachelor's degree in a related field
- Graphic design/visual communication experience

Salary: The Assembly salary range for the classification of Associate Consultant/Senior Consultant is between \$5,417 and \$14,450 monthly. It is anticipated that the successful candidate will be hired between \$5,417 to \$5,833 (Associate Consultant) and \$6,376 - \$6,865 (Senior Consultant). Significant legislative experience required to reach the higher classification and the end of the range.

Contact: Please send a cover letter and resume to: Adriana.Ruelas@asm.ca.gov