



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Bauer-Kahan

Classification: Legislative Assistant

Posted: July 16, 2024

Assemblymember Rebecca Bauer-Kahan is accepting applications for a Legislative Assistant to join her Capitol office. Candidates should have at least one year of legislative experience and must be team players with strong interpersonal skills, with the desire to work in a kind and supportive atmosphere. Excellent research, analytical, verbal and written communication skills are required. Ability to think outside of the box, along with grasping legislative procedure is essential.

Duties: Under the direction of the Chief of Staff and Legislative Director, the Legislative Assistant will perform a variety of duties including: staffing of bills, staffing the member on committees, staffing select committees and caucuses, staffing legislative issue areas, creating talking points, speeches, press releases and social media posts; answering phones, responding to constituent mail, and meeting with stakeholders on a variety of topics. Experience and passion in Environment, Energy, Insurance and Privacy issues is a plus. The monthly salary range for this position is \$5,417 - \$7,845, with the exact compensation commensurate with experience.

Contact: Please submit a cover letter, resume, and writing example to Chief of Staff, Elise Gyore, at Elise.Gyore@asm.ca.gov.