CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblywoman Kate Sanchez
Classification: Legislative Assistant
Posted: March 24, 2025

Assemblywoman Kate Sanchez is seeking a Legislative Assistant for her Capitol Office. Under the direction of the Chief of Staff and Capitol Director, the Legislative Assistant will perform a variety of duties including, but not limited to, staffing bills and policy committees, conducting policy related research, drafting talking points, fact sheets, memos and letters, meeting with stakeholders, advising the Assemblymember on specific issue areas, and general office duties as needed. Preferred candidates will have a minimum of 2 years of experience in the Legislature, possess strong verbal and written communication skills, and the ability to work collaboratively in a fast-paced environment. The salary range for this classification is $5,417-$7,845 monthly. It is anticipated that the position will be filled at the start of the range, or by transfer of an existing Assembly employee.

Contact: Interested applicants should email a copy of their resume and a writing sample to Griffin.Bovee@asm.ca.gov. Please write "Legislative Assistant Position" in the subject line.