



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Capitol Institute
Classification: Temporary Office Assistant
Posted: June 10, 2026
Location: Capitol
Salary: \$20/hour

The Assembly Capitol Institute is seeking a Temporary Office Assistant to work in Sacramento. This is an in-person position. Under the direction of the Capitol Institute Director and staff, the Temporary Office Assistant will have an opportunity to learn about the state legislative process, curriculum and training development, and the administration of Assemblywide training initiatives.

The Temporary Office Assistant should have familiarity with state government and public policy. The ideal candidate would be interested in learning and development, workforce development, and the legislative process.

Candidates must possess outstanding written and oral communication skills and demonstrate attention to detail. The ideal candidate is able to take direction to organize and prioritize tasks and projects. Proficiency in Microsoft Office 365 Suite (PowerPoint, Excel, Word, Outlook, and Teams) and Zoom is desired.

Contact: Please submit a statement of purpose, resume, and 1-2 references to Capitol.Institute@asm.ca.gov, and in the subject line, please write "Temporary Office Assistant."