

opportunity to assist in advancing the Member's legislative package, including—but not limited to—staffing bills and policy committee hearings, conducting policy research, drafting talking points, fact sheets, and template support/opposition letters, meeting with stakeholders, and advising the Assemblymember on specific issue areas.

The Assembly offers a comprehensive benefits package. The salary range for this position, Scheduler/Legislative Assistant, is \$5,417 - \$7,845 monthly. Final compensation is commensurate with experience, and significant experience is required to reach the upper end of the salary range.

Contact: To apply, please email a single PDF document containing your resume, three professional references, a cover letter, and two writing samples that showcase communication skills relevant to the role to Tami.Grossglauser@asm.ca.gov. Please write "Scheduler Position" in the subject line. Phone calls or walk-ins will not be accepted.