

Office: Assemblymember Marc Berman Classification: Legislative Assistant Posted: February 14, 2025 Monthly Salary: \$5,417-\$7,845 monthly Location: State Capitol, Sacramento, CA

Assemblymember Marc Berman is seeking a Legislative Assistant for his Capitol Office. Under the direction of the Chief of Staff and Legislative Director, the Legislative Assistant will focus on both policy and communications. The Legislative Assistant will staff legislation and policy committees, conduct policy research and analysis, draft legislative documents (talking points, fact sheets, and correspondence), meet with stakeholders and constituents, advise the Assemblymember on assigned issue areas, and assist with general office duties.

Additionally, the Legislative Assistant will help manage communications and media outreach for the Assemblymember, including developing and executing the member's strategic communications plan, writing and issuing press releases, media advisories and op/eds, coordinating interviews and media inquiries by the press, and assisting with social media.

Preferred candidates will have a minimum of 1-2 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 ideal candidates would also have communications experience, knowledge of social media platforms, and ability to use appropriate software for the creation of graphics. Current Assembly employees of non-returning offices are encouraged to apply.

**Contact:** Interested applicants should email a copy of their resume and a cover letter to <u>harry.ermoian@asm.ca.gov</u>. Please write "Legislative Assistant Position" in the subject line.