



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: California Legislative Jewish Caucus

Classification: Senior Consultant

Posted: May 28, 2025

Salary: \$6,231 - \$14,450/mo. Compensation is dependent on experience. Significant experience is required to reach the higher end of the salary range.

Position Location: 1021 O Street and State Capitol, Sacramento, CA

The mission of the California Legislative Jewish Caucus is to serve as a resource to, and advocate on behalf of, the professional, educational, social, political and cultural concerns of the Jewish Community.

BASIC FUNCTIONS: Under the direction of the Chair and the senior staff, the Consultant will serve as the principal staffer for the Assembly and the California Legislative Jewish Caucus. The Consultant will provide assistance in the preparation of analyses and information for the California Legislative Jewish Caucus (the Caucus) and individual members of the Caucus, concerning pending Jewish community issues, priority legislation and existing or potential Jewish programs.

DUTIES: Tasks will include, but are not limited to, assisting in providing information concerning potential and pending legislation or budget items (including preparation of analysis, drafting measures, amendments and fact sheets); preparing drafts or reports, summaries, press releases, letters and other written materials on Jewish topics; organizing and staffing all Jewish Caucus Member meetings and events; large and complex event planning; meeting with Jewish community leaders to discuss Caucus priorities; maintaining, and developing contacts with other Jewish community organizations, diversity consultants, special interest groups, Jewish community leaders, and public agencies; and other duties as assigned.

KNOWLEDGE OF/ABILITY TO:

- Principles and operations applying to a given program area and Jewish community and key Jewish issues.
- Event planning.
- Organization and function of the California State Government.
- Legislative and Budget process.
- Conduct analyses of minimum complexity in the program area or of moderate complexity with supervision regarding methodology or approach.
- Learn applicable laws, policies and issues in the program area.
- Strong leadership and interpersonal skills.
- Strong communication and writing skills.
- Work effectively with those contacted in the course of duties.
- Work extended hours as necessary when legislative functions dictate.
- Access, input and retrieve information from a computer.
- Knowledge of Jewish issues including antisemitism, Jewish history, and Jewish Community organization preferred

Contact: Please email resume, references, and a writing sample using the subject line "Jewish Caucus Consultant Application 2025" to Tanisha.Washington@asm.ca.gov.