



## County Welfare Directors Association of California

### Position Announcement

**Position:** Legislative Assistant

**Position Type:** Full-Time, Non-Exempt

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#### ABOUT OUR ORGANIZATION:

The County Welfare Directors Association of California (CWDA) is a non-profit association representing the human service directors from each of California's 58 counties. CWDA's mission is to promote a human services system that encourages self-sufficiency of families and communities and protects vulnerable children and adults from abuse and neglect.

#### JOB DESCRIPTION

CWDA seeks a motivated, personable Legislative Assistant with some knowledge and experience in the legislative arena. We are looking for a professional who wants to hone and expand their skills as a member of the CWDA legislative and policy team. This position supports the Association's legislative and budget lobbying efforts, including:

- Research and writing, including drafting and delivering support and opposition letters and floor alerts and drafting legislation-related web material;
- Tracking and maintaining online database of current legislation related to our program areas as well as tracking legislative hearings, budget proposals, and administrative or regulatory meetings and/or hearings;
- Creating and maintaining files for active legislation being tracked by the Association.
- Supporting meetings and communication with the CWDA Legislative Committee, including arrangements for in-person meetings and conference calls, agenda development in coordination with Association staff, ordering bills, managing meeting logistics, sending emails to the committee members regarding legislative advocacy.

#### MINIMUM QUALIFICATIONS

- Familiarity with the legislative process, committee structure, and calendar
- Excellent writing skills
- Ability to multi-task
- Ability to get along in a small, team-oriented office

- Proficiency with Office suite, especially Outlook, Word and Excel
- Ability to organize work to accomplish assigned tasks
- Attention to detail

## DESIRABLE QUALIFICATIONS

- Practical experience in a non-profit, lobbying firm, governmental agency or legislative office
- Experience with member engagement or other grassroots or coalition work
- Associate or Bachelor's degree in a related field
- Proficiency with Capitol Track or another online legislative tracking system
- Experience working in a fast-paced office
- Meeting support experience

## EXPERIENCE AND EDUCATION

Any combination of experience and education that provides the required knowledge and abilities will be considered qualifying.

## COMPENSATION

This is a full-time, non-exempt position. Hourly salary commensurate with skill and experience, with a range of \$40,000 to \$50,000 annually plus a comprehensive benefit package.

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## TO APPLY:

Please send cover letter, resume and references no later than November 15, 2019 to:

CWDA  
Attention: Legislative Analyst Recruitment  
925 L Street, Suite 350  
Sacramento, CA 95814

Fax (916) 443-3202

Resumes may also be emailed to: [csend@cwda.org](mailto:csend@cwda.org)

Please feel free to call the CWDA office with questions: 916-443-1749.

CWDA is an Equal Opportunity Employer.