



**Legislative Associate
Job Description
February 2020**

Location: Conservation Strategy Group, LLC. (CSG)
1100 11th Street, 5th Floor
Sacramento, California 95814

Supervisor(s):

Principal/Founder & Manager, Legislation & Conservation Policy

The Legislative Associate will primarily receive assignments from their direct supervisor(s), but should also be prepared to take direction and assignments from all CSG staff.

Description:

The Legislative Associate works with the Principal, Legislative Manager(s), and Senior Policy Advisor on a broad array of policy, legislative, and budget activities of the firm. In addition, the position will assist in client management duties. The Legislative Associate will work with the Legislative Team on client strategies and projects and will assist with the representation of CSG clients on select issues in discussions with state agencies and the state legislature as required.

Requirements:

- Minimum of two years experience in a lobbying or advocacy role
- Bachelor's Degree
- An interest in environmental policy

Legislative Associate Duties:

- In coordination with the Legislative and Policy Manager and other Client Managers, assist in identifying and communicating client legislative and budget interests for action, tracking and reporting.
- Under supervision and instruction of Legislative and Policy Manager, participate in the advocacy efforts CSG priority bills.
- In coordination with Legislative Team, provide client testimony on priority bills and budget items.
- Identify client funding program list and notification protocols.
- In coordination with the Legislative Team, maintain master budget spreadsheet, funding programs spreadsheet
- Responsible for screening bills and amendments to identify legislation for client review and determination of actions status.
- In coordination with the Legislative Team, develop and implement plans for the monitoring and lobbying of bills and budget items of interest to clients.



- Responsible for development and transmittal of legislative and budget reports to clients in coordination with firm's Principal, Legislative and Policy Manager, and Client Managers (CapTrack legislative reports, client communication, etc).
- Responsible for online bill tracking, reporting and maintaining bill files. Manage legislative tracking efforts with Capitol Track: accurately tag bills and update as needed.
- Assist in the management and execution of projects and priorities.

General:

- Ability to multitask and prioritize, while asking for clarification when needed. Adhere to deadlines as assigned.
- Take initiative and be proactive with ideas and organizational tools. Adhere to internal organizational protocols.