

**Associate, Legislation & Public Policy
(Legislative Associate)
Conservation Strategy Group
Job Description
September 2022**

Location:

This is a hybrid work-from-home position, however, candidates should reside in the Sacramento, CA area and be available to work in our Sacramento office and visit the Capitol and department buildings, as needed.

Supervisors:

Joe Caves, Principal/Founder & Kim Schneider, Director, Legislation & Conservation Policy.

The Legislative Associate will primarily receive assignments from their direct supervisors, but should also be prepared to take direction and assignments from other CSG staff.

Description:

The Legislative Associate works with the Principal, Legislative Director, and Legislative Associate(s) 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, advocacy, legislative, or government position.
- Bachelor's Degree, a degree in Environmental Science or related field desired.
- Strong interest and/or previous experience in Environmental Science and Environmental Policy.
- Where legally permissible, CSG requires all new employees to be fully vaccinated and willing to keep up to date with vaccines that protect against COVID-19. By accepting an offer of employment, you agree to comply with this requirement, unless you are entitled to a legally mandated exemption.

Duties & Responsibilities:

Legislative Duties:

- In coordination with the Legislative Director, assist in identifying and communicating client legislative and budget interests for action, tracking, and reporting.
- In coordination with the Legislative Team, help maintain a master budget spreadsheet, funding programs spreadsheet, and other tracking duties as assigned.

- Responsible for screening bills and amendments to identify legislation for client review and determination of action status.
- Responsible for the development and transmittal of legislative and budget reports to clients in coordination with the firm's Principal and Legislative Director (CapTrack legislative reports, client communication, etc).
- In coordination with the Legislative Team, develop and implement plans for the monitoring and lobbying of bills and budget items of interest to clients.
- In coordination with Legislative Team, provide client testimony on priority bills and budget items.
- Track legislative calendar, committee hearing schedules, and agency activity.
- Work with Legislative Team to develop relationships with Legislators, staff, and members of the Administration.

Client Manager Support Duties:

- Assist with the development of an annual client plan that outlines the client's priorities and objectives for the coming year —client plans must be submitted to and approved by the Legislative Director.
 - Assist Legislative Director and other staff in the management of client plans and meeting the deliverables required therein.
- Assist in identifying client issues, bills, funding programs, and budget items for reporting.
- Under the direction and guidance of the Legislative Director, be responsible for regular check-in calls or meetings with select clients as described in their contract.
- Manage and maintain client project files (Google Drive files)

Candidate Qualifications:

Qualifications of a successful candidate include:

- Interest in and commitment to conservation and environmental issues.
- Experience with or desire and ability to learn environmental policy and relevant issue areas, including water, agriculture, and climate policy.
- Ability to build and maintain relationships with legislative, administrative, and state agency staff.
- Ability to prioritize, adjust focus, and wear many hats in a fast-paced environment and a willingness to ask for clarification when needed and adhere to deadlines as assigned.
- Experience handling confidential information appropriately.
- Takes initiative, is proactive with ideas and organizational tools, and adheres to internal organizational protocols.

Salary Range & Benefits:

The starting annual salary range for this position is \$65,000 - \$75,000, dependent on experience and qualifications.

Conservation Strategy Group offers a competitive compensation package and opportunities for professional development. Benefits include flexible work from home schedule, generous vacation and sick time; 401(k) plan with annual employer contribution; health, dental, and vision insurance plans; health and dependent care Flex Spending Account; paid parking; work from home stipend; gym membership stipend; and opportunities for bonuses.

To Apply:

Interested candidates should submit a resume and a one-page cover letter stating their interest and/or experience no later than September 30, 2022. Please send in one PDF via email to resumes@csgcalifornia.com.

****This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.***

Conservation Strategy Group is an equal opportunity employer and does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Reasonable accommodations will be made so that qualified disabled applicants may participate in the process. Please advise in writing at the time of application.