



**Senior Associate, Legislation & Public Policy  
(Senior 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 Senior 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 Senior Legislative Associate works with the Legislative Associate(s) and Legislative Director on a broad array of legislative and budget activities of the firm. In addition, the position will serve as the point of contact to clients as assigned while managing their needs and priorities as they arise. The Senior Legislative Associate will also assist in the supervision of Legislative Associate(s) and Legislative Intern(s). The Senior Legislative Associate will work with the Legislative Team and Principal to develop client strategies and projects and will represent CSG clients on all issues in discussions with state agencies and the state legislature as required.

**Requirements:**

- Minimum of 5 years experience in a lobbying, advocacy, or legislative role.
- 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:**

- Serve as a primary lobbyist for CSG on priority bills.
  - Provide client testimony on key bills and budget items.

- 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 online bill tracking, reporting, and maintaining bill files. Manage legislative tracking efforts with Capitol Track: accurately tag bills and update as needed.
- Track legislative calendar, committee hearing schedules, and agency activity.
- Lead efforts to help develop relationships with Legislators, staff, and members of the Administration.

**Client Management:**

- Serve as the primary point of contact for clients as assigned.
- Be responsible for regular check-in calls or meetings with select clients as described in their contracts.
- Develop 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 Legislative Director.
- Identify client issues, bills, funding programs, and budget items for reporting.

**Candidate Qualifications:**

Qualifications of a successful candidate include:

- Strong interest in and commitment to conservation, equity, and environmental issues.
- Experience with or desire and ability to learn environmental policy and relevant issue areas, including water, agriculture, and climate policy.
- Working knowledge of California state agencies and legislative processes, including the state budget.
- Excellent analytical and writing skills, including experience in drafting policy documents and legislation.
- 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 \$90,000 - \$110,000, 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](mailto: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.*