

JOB DESCRIPTION
Legislative Associate

The Legislative Associate will provide critical support to the Client Service Team (CST) in areas that are essential to the success of the company. The mastery of these skills below will allow the CST to build their client portfolio and focus on developing a robust agenda for clients.

POSITION LOGISTICS

Directly Supports:	Casey Elliott, TPA Vice President Niccolo De Luca, TPA Vice President Cori Takkinen, TPA Vice President
Indirectly Supports:	Entire Client Service Team
Supervisor:	Casey Elliott, TPA Vice President
Type of Position:	Full Time

POSITION DUTIES AND RESPONSIBILITIES

- Monitor and track bills of interest and corresponding positions via Capitol Track
- Research and analyze bills that are introduced and amended each year for potential impacts to clients
- Calendar the legislative session schedule and committee hearings that are relevant to bills of interest
- Monitor state budget developments and provide budget spending analyses at various stages of the budget process on issues pertaining to client interests
- Write and distribute a compilation of weekly legislative updates
- Write and distribute monthly legislative reports
- Prepare memos, bill analyses, bill matrices, and other client communications pertaining to legislation
- Assist with drafting tailored letters of support or opposition for clients and coordinate delivery to appropriate offices
- Assist with planning and executing legislative advocacy trips including, but not limited to: scheduling meetings with elected officials and relevant staff, preparing briefing packets for clients, as well as proactive follow up on action items.
- Monitor, or attend, legislative hearings and provide well written summaries to the team
- Monitor the legislative positions of key advocacy organizations, such as the

League of California Cities, Association of California Water Agencies, California Special Districts Association, and other similar organizations

- Conduct historical research as needed
- Monitor notices of proposed regulatory actions by state regulatory agencies and provide summaries to CST regarding the impact to our clients
- Assist Business Development Committee as needed including, but not limited to, managing historical archive of legislative achievements for the company
- Develop and maintain strong relationships with client legislative delegation and appropriate staff
- Develop and maintain strong relationships with non-client legislators and appropriate key staff
- Provide support to Client Service Team and Business Management team with quarterly lobbying reports (Form 635)
- Assist with office management and general office operations
- Perform other responsibilities, as necessary

REQUIRED SKILLS

- Outstanding written and verbal skills
- Understanding of the state legislative, regulatory, and budget processes
- College degree

TO APPLY

- Please send resume and two professional writing samples to Amanda Conklin aconklin@townsendpa.com.