

Job Posting: Legislative Assistant

Organizational Background

[Renne Public Policy Group \(RPPG\)](#) is the newly formed Sacramento-based lobbying and political consulting division of [Renne Public Law Group \(RPLG\)](#). RPPG advocates for our clients with passion, poise and courage—representing California public agencies and private companies that align with the interest of public agencies.

Based in San Francisco, RPLG practices throughout California, advising and advocating for public agencies, nonprofit entities, individuals and private entities in need of effective, responsive and creative legal solutions.

Position Summary

Reporting to the Director of Government Affairs, the Legislative Assistant will contribute in a wide array of tasks to support the newly established division of RPPG as well as legal support work for RPLG, as needed. The Legislative Assistant will perform a variety of administrative, legislative and miscellaneous support. As a newly established division, this position offers room for professional growth and advancement as the practice continues to grow.

Specific Responsibilities (Including but not limited to)

To perform this job successfully, an individual must be able to perform each essential job function at a high level, with or without accommodation. The following is non-exclusive list of essential job duties.

Administrative

- Answer phones, schedule meetings, coordinate travel and manage calendar for Director of Government Affairs.
- Work with RPLG Firm Administrator with required (quarterly) Fair Political Practices Commission (FPPC) reporting as well as other FPPC filings and reporting.
- Process monthly expense reports.
- Work with RPLG Firm Administrator on general support services for Sacramento office and as needed the San Francisco office.
- Other administrative support duties as directed.
- Please note that regional and statewide travel will be required as needed.

Legislative

- Assist in analyzing, evaluating and responding to legislative, budget and regulatory proposals.
- Track legislation and create reports for RPPG clients using CapitolTrack software.
- Conduct research on various policy and regulatory issues.
- Attend legislative, regulatory and administrative meetings with clients, elected and regulatory officials—providing written detailed summaries upon request.
- Draft position letters on legislation and regulatory issues on behalf of RPPG clients.
- Monitor legislative and regulatory hearings—providing written detailed summaries upon request.
- Coordinate with counterparts with applicable trade groups on legislative support strategies and actions.
- Other legislative duties as directed.

Miscellaneous Duties (include but are not limited to)

- Support RPLG attorneys on various support tasks as needed.

- Working with outside marketing team on crafting marketing materials.
- Manage RPPG social media channels.
- Assist in various business development related actions.
- Other duties as directed.

Qualifications

Candidates must meet and/or demonstrate the following educational and interpersonal skills to be considered for this position.

- Excellent organizational skills with strong attention to detail is required.
- 1-3 years of legislative experience required as well general knowledge of the organization, functions, process and procedures of the California Legislature.
- Bachelor's degree required; (public policy, political science or law preferred). **Note:** Equivalent combination of education and experience sufficient to successfully perform the essential job duties may be considered.
- Demonstrated success in delivering high-quality work product on a consistent, reliable basis in a fast-paced work environment with ambitious goals.
- Strong interpersonal, written, analytical and verbal communication skills are required.
- Demonstrated ability to work independently and with minimal supervision.
- Must have an intuitive ability to recognize and appropriately convey the sensitive nature of any situation and the ability to keep all matters appropriately confidential.
- Ability to multi-task various assignments, prioritize work, and adjust to multiple demands.
- Ability to work under pressure and tight deadlines.
- Excellent computer skills, proficient with MS Office applications.
- Flexibility to adjust and contribute to continually evolving work situation and changing priorities.
- Proficiency with social media, online communication and webinar technologies is preferred.
- Must be able to travel locally and statewide.

Salary

Exempt position. Compensation depending on experience. Includes health, dental and defined contribution retirement benefits.

To Apply

- Please email cover letter, resume and no more than two writing samples to dhutchings@publicpolicygroup.com (**No phone inquiries**).
- Please put **"First name, Last and Legislative Assistant"** in subject line of email.

Renne Public Policy Group, a division of Renne Public Law Group® is an equal opportunity employer, seeks diversity and encourages all qualified applicants to apply for this position.