

**CALIFORNIA IMMIGRANT POLICY CENTER
JOB ANNOUNCEMENT
LEGISLATIVE ASSISTANT, SACRAMENTO**

The California Immigrant Policy Center (CIPC) is a non-partisan, non-profit statewide immigrant rights organization founded in 1996. CIPC educates and mobilizes regional partners, informs public debate and advocates for policy change on issues affecting the state’s immigrants and their families in order to improve the quality of life for all Californians.

Position Summary:

CIPC is seeking a Legislative Assistant committed to immigrant rights issues based in the Sacramento office. The Legislative Assistant provides advocacy, organizing, and administrative support in a busy, fast-paced three-person office. The Assistant is responsible for supporting the legislative and policy work of the Policy Advocate and Government Affairs Manager, assisting with events in Sacramento, supporting online activism and managing a supporter database, as well as ensuring the smooth day-to-day operation of the Sacramento office and providing some support as needed to the other CIPC program staff.

The Sacramento office is the center of CIPC’s policy advocacy, and CIPC encourages the Legislative Assistant to take advantage of opportunities to learn the basics of advocacy and the legislative process.

This position will report to CIPC’s Policy Advocate in Sacramento.

Duties include:

- Provide administrative and legislative support to CIPC Sacramento staff, including drafting policy letters, bill tracking, research, and support with legislative briefings and annual lobby day.
- Support partner requests including sending materials, participating in conference calls, meetings and lobby days.
- Support CIPC’s online presence, including the use of web, database, and email. Experience with basic web design, web-based applications (e.g. Citrix online meeting software), and online social networking tools preferred.
- Coordinate dissemination of policy updates to CIPC members, supporter database, or lists of interested parties through a variety of means, including e-mail, group fax, telephone and traditional mail.
- Provide receptionist support including receiving and routing incoming calls, providing information and referrals to incoming callers.
- Maintain office equipment, route invoices, and liaison to office of fiscal sponsor in Los Angeles.
- Deliver materials and correspondence to government offices as needed.
- Order supplies, open and sort mail, develop office protocols, support coordination between suitemates, and ensure smooth office operation
- Ensure all office tasks are kept up including filing and correspondence.

Qualifications:

- Ability to exercise independent judgment and initiative. Demonstrated ability to prioritize and accurately complete multiple tasks and work under deadlines required, with minimal supervision.
- Proven ability to execute multi-step projects and assignments.
- Attention to detail.
- Excellent organizational, interpersonal, and written and verbal communication skills.
- Commitment to social justice issues.
- Demonstrated proficiency in Microsoft Word and Excel and Powerpoint, and ability to type 45 words per minute are required. Experience with database, web design or user-end experience with content management system like WordPress, desktop publishing, graphics, and basic networking preferred.
- Bachelor’s degree in related field preferred.
- Ability to travel (average once every month or two) to the Bay Area and sometimes Los Angeles and other areas in California.
- Bilingual and Multi-lingual skills a plus; experience working with individuals from various cultures and knowledge of immigration issues a plus.

Salary and Benefits:

\$16 - \$18 per hour, depending on experience. The Asian Americans Advancing Justice-Los Angeles (AAAJ-LA) is fiscal agent for CIPC. Assistant will be an employee of AAAJ-LA.

Application Information:

Position open until filled – application review begins immediately. Send a cover letter, resume, writing sample and three references to Legislative Assistant Search, CIPC, 1225 8th Street #590, Sacramento, CA 95814, via fax (916) 448-6774, or e-mail to:

legislativeassistant@caimmigrant.org. No phone calls please.

Advancing Justice-LA is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. Advancing Justice - LA does not discriminate on the basis of race, color, national origin, ancestry, citizenship, gender, gender identity and expression, sexual orientation, age, disability, military or veteran status, religion, marital status, medical condition, HIV/AIDS status, pregnancy, child birth or related medical condition, physical disability, mental disability, genetic characteristics or any other protected characteristic.