



County Health Executives Association of California (CHEAC) Legislative Assistant

Job Description

The Legislative Assistant is responsible for providing routine and non-routine administrative and clerical support to the CHEAC team.

Duties

- Tracking and maintaining online database of current legislation as well as tracking and calendaring legislative hearings, budget proposals, and administrative or regulatory meetings and/or hearings.
- Proofing, delivering support and opposition letters and floor alerts, and drafting legislation-related web material.
- Creating and maintaining files for active legislation being tracked by the Association.
- Supporting meetings and communication with CHEAC members, including arrangements for in-person meetings and conference calls, agenda development in coordination with Association staff, taking meeting minutes, ordering bills, and managing meeting logistics.
- Communicating via telephone and electronically to gather requested information or to respond to requests/inquiries from members, legislators, and external partners.
- Maintaining CHEAC emails distribution lists and rosters and sending meeting notices and updates.
- Makes travel arrangements such as meetings, flights, cars, hotels, and restaurants.
- Performing scheduling for the Executive Director.
- Updating the CHEAC webpage.
- Performs other duties as assigned.

Minimum Requirements

- Familiarity with the legislative process, committee structure, and calendar
- Excellent writing skills
- Ability to multi-task and prioritize assignments
- Ability to get along in a small, team-oriented office

- Proficiency with Office Suite, especially Outlook, Word, and Excel
- Ability to organize work to accomplish assigned tasks
- Attention to detail
- Combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Desirable Qualifications

- Practical experience in a non-profit, lobbying firm, governmental agency, or legislative office
- Associate or Bachelor's degree in a related field
- Proficiency with Capitol Track or another online legislative tracking system
- Experience working in a fast-paced office
- Meeting support experience

Compensation

This is a full-time, non-exempt position. Hourly salary commensurate with skill and experience, with a range of \$40,000 to \$50,000 annually plus a comprehensive benefit package.

How to Apply

To apply, please submit your resume, cover letter, and references to admin@cheac.org.

About CHEAC

CHEAC is a statewide organization of county and city Health Department and Agency Directors, who are responsible for the administration, oversight, and delivery of a broad range of local public health and indigent health care services. To learn more about CHEAC, please visit our website: www.cheac.org