



**EEC**  
Environmental &  
Energy Consulting

## **Title: Legislative Assistant**

### **Summary:**

The Legislative Assistant will assist EEC's legislative team with tracking and analyzing state legislation and engaging in state policy related to transportation, conservation, waste, energy, and toxics. They will also provide support to EEC's client managers on a range of tasks related to policy advocacy, regulatory engagement, and budget priorities. Through this position, the Legislative Assistant will develop a solid understanding of how to influence the regulatory, policy, and budget processes through advocacy.

### **About Environmental & Energy Consulting (EEC):**

EEC is a leading political consulting firm in Sacramento for environmental policy, providing full services for those seeking to advance transportation, energy, conservation, and climate objectives. We provide political expertise and advocacy services to nonprofits, public agencies, and companies to advance a clean, greener, and more resilient future for California.

### **Responsibilities:**

- With the assistance of client managers, interface with clients regularly to develop an understanding of their priorities, report to clients on legislative, budgetary, and agency updates, and submit comment letters to the Legislature and Administration on their behalf, when appropriate.
- Implement internal procedures to track and analyze introduced and amended legislation that reflects an understanding of client priorities.
- Attend legislative committee hearings and agency workshops to monitor policy conversations and provide verbal testimony on behalf of clients when necessary.
- Engage and build relationships with Legislators, Legislative staff, and Administration staff to advocate on environmental policy and budget priorities, and gather information relevant to client interests.
- Develop policy collateral such as position letters, fact sheets, one-pagers, and talking points.
- Conduct stakeholder outreach to build coalitions and gather support for legislation and funding initiatives.

### **Applicant Criteria:**

- Responsible and self-motivated to perform to a high standard, including juggling multiple deadlines and priorities.

- Excellent written and verbal communication skills.
- Passionate about environmental policy or advocacy.
- Organized, capable of taking direction, and able to successfully manage multiple tasks simultaneously with supervision.
- Bachelor's degree; 1-2 years of professional experience is a plus.

**Other:**

- This is a full-time (40 hours / week) position. Hourly compensation will be based on experience level. Opportunities for bonuses based on the organization's budgetary capacity and individual performance are likely.
- This is an in-person position based in Sacramento.
- EEC offers a benefits package that includes health and dental insurance, transit and phone benefits, and flexible paid time off.

**Apply:**

Please email a resume, cover letter, and writing samples to [jobs@caleec.com](mailto:jobs@caleec.com).