California Trucking Association

We drive for a living. Safety is our priority.

Position Announcement
Programs Assistant

Primary Responsibilities:

- Administrative support related to legislation, litigation and Political Action Committees
- Manage legal fundraising databases and support fundraising efforts including the preparation and collection of invoices
- Schedule legislative, grassroots, and regulatory meetings
- Research and respond to member inquiries on regulatory and compliance questions
- Prepare and edit membership communications
- Work in collaboration with the communications department
- Legislative and regulatory research
- Perform general support to the Government Affairs team

Qualifications and Experience:

- **Strong** project management, and organizational skills
- Should be able to multi-task, be a team player and have high attention to detail
- Excellent interpersonal and writing skills
- Minimum of 1 year legislative, public affairs or trade association experience
- Ability to travel 3-4x a year
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) with ability to layout and format PowerPoint slide presentations. Familiarity with CapitolTrack, Teams and Zoom

Salary and Benefits

The salary range is $60,000-$65,000 annually and is commensurate with experience. CTA provides a comprehensive benefits package offering health, dental and vision coverage; the option to opt into a 401(k) program with an employer match; ongoing professional development; vacation and sick leave; and a generous holiday schedule.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

CTA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

TO APPLY: Please email a cover letter and resume to bcreager@caltrux.org with "Programs Assistant" in the subject line.