



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Low  
**Classification:** Scheduler/Senior Assistant  
**Posted:** August 26, 2021

Assemblymember Evan Low is seeking an Scheduler/Senior Assistant. Duties include, but are not limited to, scheduling for the Assemblymember's Capitol and District offices, FPPC reporting, various support functions, ordering office supplies and other administrative duties. We are looking for a scheduler who is experienced in handling high volume meeting requests, travel, and logistics; as well as someone who is organized, detail oriented, able to meet multiple deadlines, and works well in a team environment.

**Contact:** Please send a cover email and resume to [gina.frisby@asm.ca.gov](mailto:gina.frisby@asm.ca.gov).