



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Alvarez
Classification: Field Representative
Posted: June 17, 2022

Under the supervision of the District Director, works out of the District Office and acts within the district as a representative and liaison of the Assemblymember.

Duties: The Field Representative will perform a variety of duties including, but not limited to, responding to a variety of constituent services and inquiries, including professional interpersonal communications, telephone calls, and mail; attending local government and community organization meetings and producing reports describing key issues discussed; and making presentations at events on behalf of the Assemblymember.

Knowledge of: District and state issues, current events, and relevant legislation; establishing and maintaining cooperative relationships with local governments, community-based organizations and other general public. Familiarity with 80th Assembly district and issues facing the region is desired.

Skills Desired: Candidates must have excellent written and oral communication skills, as well as an attention to detail. Additionally, must be able to communicate effectively under tight deadlines.

The ideal candidate will be able to work efficiently and effectively under pressure, work extended hours as necessary when legislative functions dictate, and proficient in Microsoft Office and PC's

Additional Information: A car is required for the position. The position is full time in-office.

Contact: Please submit a cover letter & resume for consideration to Keisha.Williams@asm.ca.gov.