CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Carrillo
Classification: Field Representative
Posted: March 13, 2019

Assemblywoman Wendy Carrillo is seeking a Field Representative for her District Office in Echo Park. Responsibilities include responding to constituent inquiries, representing the Assemblymember at a variety of community events, establishing and maintaining cooperative relationships with local governments, advocacy groups, community-based organizations, organizing community events, assisting with office administrative duties such as answering phones, receiving visitors, processing and distributing mail. Candidates should possess excellent verbal and written communication skills, and have the ability to work on multiple tasks and meet deadlines, work collaboratively in a positive environment, have some familiarity with AD51, and be available to work extended hours as needed. Bilingual skills are a plus.

Contact: Please send all resumes and cover letter to our District Coordinator, Mayra Alvarez, at mayra.alvarez@asm.ca.gov.