



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Grayson
Classification: Field Representative
Posted: February 8, 2019

Assemblymember Timothy Grayson is seeking a Field Representative for his District Office in Concord. 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 and the general public, organizing community events, assisting with office administrative duties such as answering phones, receiving visitors, processing and distributing mail, etc. Candidates should possess excellent verbal and written communication skills, have a working knowledge of Microsoft Word and Excel, have the ability to work on multiple tasks and meet deadlines, work collaboratively in a positive environment, have some familiarity with AD14, and be available to work extended hours as needed. Bilingual skills are a plus.

Contact: Please send a cover letter, resume and writing sample to:
Michael.sponsler@asm.ca.gov