



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember M. Fong  
**Classification:** Field Representative  
**Posted:** June 23, 2022

The Office of Assemblymember Mike Fong is seeking to fill a full-time job opening for a Field Representative based in his Monterey Park District Office.

**Position Description:** The Field Representative is primarily charged with representing the Assemblymember at community events and serving as the eyes and ears for the Assemblymember and senior staff about local concerns and priorities. Field Representatives advocate on behalf of constituents with State departments and other agencies regarding services, meet frequently with local government representatives, and help design and organize district events. Answering phones, writing emails, maintaining office operations, and presenting a positive impression of our office to constituents is key.

Successful candidates will possess strong communication skills, the ability to multitask, have attention to detail, the ability to prioritize in a fast-paced environment, work cooperatively and courteously with others, and have the temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.

### **Minimum Qualifications / Education Required:**

- Strong organizational skills and attention to detail
- Strong communication skills and an ability to relate well with individuals of diverse backgrounds.
- Excellent customer service manners and good public speaking skills
- Team-oriented, and able to meet deadlines, balance multiple projects, and work under pressure
- Candidates must demonstrate a positive attitude, commitment to excellence, upbeat demeanor, and flexibility
- Proficiency with Microsoft Word, Excel, Outlook, and Powerpoint

- Have an understanding of government agencies and structures (city, county, state, and federal)
- Candidates should have a bachelor's degree from an accredited four-year college or university
- The ideal candidate has knowledge and/or familiarity of the San Gabriel Valley and/or Assembly District 49, as well as bilingual Chinese-speaking skills

**Contact:** Interested applicants should email a resume and cover letter to [Jennifer.Tang@asm.ca.gov](mailto:Jennifer.Tang@asm.ca.gov). Please write "Field Representative Position – YOUR NAME" in the subject line. No phone calls or walk-ins accepted.