



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Office of Assemblymember Quirk

Classification: Field Representative

Posted: April 24, 2019

The office of Assemblymember Bill Quirk is seeking a strategic, proactive, and community-oriented individual for the position of Field Representative. The position is temporary with the possibility of turning permanent. The position will be based in the Assemblymember's Hayward District Office. An ideal candidate will have familiarity with the 20th Assembly District, an understanding of government agencies and structure, and possess strong written communication skills. Responsibilities include but not limited to: Responding to constituent inquiries, managing casework, establishing and maintaining cooperative relationships with constituent groups, elected officials, government agencies, and business leaders, research and draft memorandums, reports, and talking points for the Assemblymember, work efficiently and effectively as a member of a team, be able to meet strict deadlines and balance multiple projects, work night and/or weekend hours as necessary to attend meetings, staff the Assemblymember at meetings and/or community events, and perform other essential duties. Candidate should demonstrate a positive attitude, commitment to excellence, upbeat demeanor and flexibility.

Contact: Please send a resume and cover letter to Lyanne Mendez at Lyanne.Mendez@asm.ca.gov.