



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Stone

**Classification:** Field Representative

**Posted:** October 7, 2021

The Office of Assemblymember Mark Stone is seeking an outgoing and articulate individual for the position of Field Representative in his Santa Cruz district office. This person will serve as a liaison to constituents, public officials, nonprofits, businesses and local community groups.

### **Essential Duties:**

- Make a priority of responding to a variety of public inquiries and concerns, which includes serving as a liaison for constituents with State agencies. Providing accurate, complete, and helpful information to constituents is essential.
- Attend meetings of community groups and local government, speak and communicate clearly and concisely various positions on behalf of Assemblymember Stone, liaison with community and report back with recommendations for action on issues of importance to the district.
- Track district priorities, recommend strategies for achieving those priorities, and executing various community outreach plans.
- Identify, plan, and coordinate neighborhood events, including advancing the site and writing memorandums, drafting talking points, and preparing background information.
- Maintain an awareness and involvement in district affairs and issues.
- Perform other related work as assigned.

### **Knowledge of/Ability to:**

- Establish and maintain cooperative relationships with constituent groups, elected officials, government agencies, and business leaders.

- Verbally communicate one-on-one, in small groups and at public meetings effectively.
- Write clearly and effectively when drafting memorandums, reports, and talking points.
- Access, input, and retrieve information from a computer - experience with Microsoft Word and standard Internet browsers.
- Work night and/or weekend hours as necessary in order to attend meetings, and staff Assemblymember.
- Take initiative on projects and issues affecting the district.
- Work independently, efficiently and effectively in a fast paced environment.
- Understand and carry out directions.

This is an entry-level field position that provides a comprehensive benefit package, including health, dental, vision care, 401(k) and 457 Plans, Flexible Spending Accounts, and participation in the California Public Employees Retirement program (CalPERS).

**Contact:** Please e-mail cover letter and resume to [Maureen.McCarty@asm.ca.gov](mailto:Maureen.McCarty@asm.ca.gov).