



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Calderon

Classification: Senior Field Representative

Posted: August 25, 2023

Location: District Office, 13181 Crossroads Parkway North, Suite 160
City of Industry, CA 91746-3497

Position Description:

Assemblymember Lisa Calderon is seeking a Senior Field Representative based out of her District Office in Industry, California. Under the direction of the District Director, the Senior Field Representative will perform a variety of legislative support activities of moderate complexity, with general direction. They act on behalf of a Member within pre-established guidelines. The ideal candidate brings a positive attitude, a high degree of attention to detail, strong communication skills, the ability to multitask, and is able to work cooperatively with others.

The Senior Field Representative is primarily charged with representing the Assemblywoman at community events and advising the Assemblymember, District Director and staff about high level local concerns and priorities. A Senior Field Representative meets frequently with constituents and local government representatives, monitors issues and community projects, and helps design and organize events for Assemblywoman Calderon.

Duties and Responsibilities:

- Relevant experience is required.
- Knowledge and/or familiarity of 56th Assembly District is preferred.
- Strong organizational skills and attention to detail.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, and Power Point.

- Strong communication, analytical, and organizational skills and attention to detail, as well as an ability to relate well with individuals of diverse backgrounds.
- The candidate must have impeccable customer service manners, good writing and public speaking skills.
- Candidate should have a decent understanding of government agencies and structure (city, county, state, and federal).
- Represent the Member with assigned community groups and at issue-based meetings
- Process casework based on assigned issue areas
- Develop and maintain relationships with the community and key stakeholders
- There is a requirement to work extended hours including nights and weekends when legislative functions dictate.
- Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously, and work under pressure.

The Assembly salary range for the classification of Senior Field Representative is \$5,095 - \$12,139 monthly. The successful candidate's salary for this full time position is anticipated to be between \$5,095 - \$7,000 monthly, based on experience.

This role is an in person position. The Senior Field Representative will work in the District Office and throughout Assembly District 56 for meetings and events.

Contact: To apply, please submit cover letter and resume to Lucia.Saldivar@asm.ca.gov with the subject line "Senior Field Representative."