



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Wilson
Classification: Senior Field Representative
Posted: August 15, 2023

The Office of Assemblywoman Lori D. Wilson is seeking to fill a full-time job opening for a **Senior Field Representative** based in her Suisun City District Office.

Position Description:

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 Wilson.

Successful candidates will possess strong communication skills, the ability to multitask, have attention to detail, 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:

- Relevant experience is required.
- Knowledge and/or familiarity of 11th 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).
- 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 located in (City), and throughout Assembly District 11 for meetings and events.

Contact: Interested applicants should e-mail a resume with references and a cover letter to Taylor.Woolfork@asm.ca.gov. Please write **Senior Field Representative Position** in the subject line. No phone calls or walk-ins accepted. **Deadline for submission is August 31st.**

