



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Berman
Classification: Field Representative
Hours: Full-Time (35hrs/week)
Monthly Salary Range: \$5,417-\$7,845
Posted: August 16, 2024

The Office of Assemblymember Marc Berman is seeking to fill a full-time job opening for a Field Representative in his Palo Alto District Office.

Duties and Responsibilities: Under the supervision of the District Director, the Field Representative will act as a liaison between the Assemblymember and constituents, district organizations, local governments, and state agencies. As such, they must monitor any pertinent district or local issues, especially those involving state agencies and keep the Assemblymember, Chief of Staff, and District Director up to date. Other responsibilities include: constituent casework; event planning; cultivating relationships with constituents, local elected officials, businesses, and community organizations on behalf of the Assemblymember; staffing or representing the Assemblymember at community events; and conducting research on policy issues of importance to the district including, but not limited to housing, higher education, public safety, and utilities.

Knowledge Of: Knowledge of district and state issues, current events, and relevant legislation is helpful, as well as familiarity with establishing and maintaining cooperative relationships with local governments, community-based organizations, and other community stakeholders. Familiarity with the Peninsula/Silicon Valley and issues facing the region is desired. The ideal candidate would also be familiar with the state legislative process and how state government interacts with other governmental entities.

Skills Desired: Candidates must possess outstanding written and oral communication skills, as well as an attention to detail and ability to exercise professional judgement, maintain confidentiality, and thrive under tight deadlines. The ideal candidate will be proactive and take initiative, be able to work efficiently and effectively under pressure, work extended hours as necessary when legislative functions dictate, and proficient in Microsoft Office and PC's. BA with major emphasis in political science or related field and Spanish language skills are a plus.

It is anticipated that the successful candidate's salary for this position will be \$5,417 per month. Final compensation will be affected by relevant experience. Position is based in Palo Alto and is both in person in the field and district office. In addition to the monthly salary, the Assembly offers a comprehensive benefits package that includes, but is not limited to, medical, dental, vision, life insurance, Flexible Spending Accounts, 401K and 457, and optional membership in the California Public Employees' Retirement System (CalPERS).

Applications will be accepted until the position is filled.

Contact: To apply, submit a cover letter, resume, writing sample, and three references to Kevin Fong, District Director, at kevin.fong@asm.ca.gov.