



Candidates should demonstrate meticulous attention to detail, strong oral and written communication skills, the ability to work cooperatively and courteously with others, and the ability to communicate tactfully with members of the public who have a variety of perspectives and opinions. Applicants must have the ability to effectively organize and follow up on action items under pressure while maintaining exceptional professionalism, as well as a deep sense of service and accountability in this position of public trust. The ideal candidate for this position will have a passion for helping others and making a positive difference in the community.

Must have a valid driver's license and access to an automobile. Previous experience in government, policy, advocacy, or nonprofit work is desired, but not required. In addition, the Field Representative will comply with Assembly policies and rules as outlined in the Personnel Policy Manual and must also be able to work extended hours, including some nights, weekends, and holidays as required.

The Assembly offers a comprehensive benefits package. The Assembly salary range for this position is \$5,417 - \$7,845 monthly. Final compensation is commensurate with experience, and significant relevant experience is required to reach the upper end of the salary range.

**Contact:** Please submit a single PDF document containing your cover letter, resume, three professional references, and two writing samples that showcase your communication skills and experience relevant to the role to [Robert.Oliver@asm.ca.gov](mailto:Robert.Oliver@asm.ca.gov) with "Field Representative Position" in the subject line. Phone calls or walk-ins will not be accepted.