



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Marc Berman  
**Classification:** Senior Field Representative  
**Posted:** May 1, 2025

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

### **Position Summary:**

Under the supervision of the District Director, the Senior Field Representative will serve as a key liaison between the Assemblymember and constituents, community organizations, local governments, state agencies, and other stakeholders within the district. This position is responsible for representing the Assemblymember at public events, engaging with constituents and local leaders, monitoring community issues, and developing strategic outreach initiatives.

### **Duties and Responsibilities:**

- Represent the Assemblymember at community events, government meetings, and public forums across the district.
- Build and maintain effective relationships with constituents, advocacy organizations, neighborhood groups, local elected officials, local agencies, and the business community.
- Identify and track district trends, emerging issues, and community concerns; provide timely updates and strategic recommendations to senior staff and the Assemblymember
- Lead the planning and execution of district events such as town halls, roundtables, and resource fairs.
- Collaborate with the Capitol staff on district-related legislation and policy matters based on constituent input.
- Draft memos, talking points, and community correspondence.
- Conduct high-quality assistance and follow-up on complex constituent casework.

**Qualifications:**

- At least 3, and preferably 5 or more years of relevant experience in government or in government affairs, public service, advocacy, or political organizing.
- Candidates must possess excellent oral and written communication skills, interpersonal skills, as well as an attention to detail and ability to exercise professional judgement and maintain confidentiality.
- Strong understanding of the Peninsula/Silicon Valley community, regional issues and current events, and key stakeholders. The ideal candidate would also be familiar with the state legislative process and how state government interacts with other governmental entities.
- The ideal candidate will be proactive and take initiative, have the ability to work both independently with minimal supervision and cooperatively as part of a team,
- Ability to manage multiple projects, meet deadlines, adapt to shifting priorities, and work efficiently and effectively under pressure.
- Availability to work evenings and weekends, as needed in support of district and legislative functions.
- Proficiency in Microsoft Office and, ideally, constituent management databases.
- Bilingual or multilingual skills preferred but not required.

The Assembly salary range for this position is \$6,375-\$10,191 per month. Final compensation will be affected by relevant experience; significant legislative experience is required to reach the upper end of the salary range. 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).

This is a district-based, in-person position that requires regular travel throughout the district and occasional travel in the broader region. 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](mailto:kevin.fong@asm.ca.gov).