



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Ward  
**Classification:** Senior Field Representative  
**Posted:** January 11, 2023

**Basic Functions:** Under the supervision of the District Director, acts within the district as an official representative and liaison of the Assemblymember.

**Duties:** The Senior Field Representative will work with the District Director in creating a proactive district-wide strategy to engage neighborhoods, community groups, and stakeholders in relationship-building and services. The Senior Field Representative will take the lead on district-wide focused events/issue areas and work with other Field Representatives when projects align with more community-focused projects. The position will require coordination with the Communications Director and Chief of Staff on matters of district-wide messaging, including assistance with providing content for newsletters, utilizing web content management systems, capturing photos/video, and drafting social media content or community articles, etc. Responsibilities also include serving as a liaison between the district and the Assemblymember by maintaining an awareness of and involvement in district affairs and issues, and reporting to the Assemblymember as appropriate.

**Knowledge of:** Knowledge of district and state issues, current events, and relevant legislation; establishing and maintaining cooperative relationships with local governments, private groups, community-based organizations and other general public members. Familiarity with the greater San Diego community, media outlets, 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 local entities. Knowledge of proper journalistic and media practices is preferred.

**Skills Desired:** An ideal candidate would have 5+ years of professional experience and civic engagement. Candidates must possess outstanding written and oral communication skills, as well as an attention to detail. Strong organization skills and demonstrated ability to plan, manage and execute medium-to-large scale civic event and service programming. Superb writing skills and the ability to communicate clearly and concisely under tight deadlines. Prior experience managing social media accounts, graphic design fundamentals, and operating a DSLR camera a plus. The ideal candidate will be able to work efficiently and effectively under pressure, work extended hours as necessary when legislative functions dictate.

**Salary, Job Location, and Final Filling Deadline:** The Assembly salary range for the classification of Senior Field Representative is \$57,684 - \$137,424, annually. The successful candidate's salary for this position is anticipated to be initially established between \$60,000-\$65,000, annually. Position based in San Diego. Applications will be accepted until the position is filled.

**Contact:** Submit cover letter, resume, and a one page writing sample to: [Assemblymember.ward@assembly.ca.gov](mailto:Assemblymember.ward@assembly.ca.gov). In the subject line please write: Attn: Chief of Staff