



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Sabrina Cervantes

Classification: Field Representative

Posted: March 19, 2024

Assemblymember Sabrina Cervantes is seeking a Field Representative based in her district office. Under the direct supervision of the District Director, the Field Representative will serve as a liaison between the Assemblymember and constituents, district organizations, local governments, and state agencies. This includes, but is not limited to, monitoring any pertinent district or local issues, especially those involving state agencies and keeping the Assemblymember, Chief of Staff, and District Director informed.

Responsibilities include: constituent case management, event planning, cultivating and maintaining professional relationships with the community, local elected officials, businesses and community organizations on behalf of the Assemblymember; staffing the Assemblymember at community events, making presentations at events on behalf of the Assemblymember, and other duties as assigned. Qualified candidates should be proactive self-starters who possess strong communication skills and the ability to work independently, but also thrive in a fast-paced, collaborative team environment. Must have a valid driver's license and access to an automobile.

Knowledge of: District and state issues, current events, and relevant legislation; establishing and maintaining cooperative relationships with local governments, private interest groups, community-based organizations, and the general public. Familiarity with the 58th Assembly district and issues facing the region is desired.

Skills Desired: Candidates must have excellent written and oral communication skills, as well as an attention to detail. Additionally, must be able to communicate effectively and meet deadlines. The ideal candidate will be able to work efficiently and effectively under pressure, and work extended hours as necessary when legislative functions dictate. Bilingual skills are a plus.

The salary range for this position, Field Representative, is \$3,932 - \$10,011 monthly. It is anticipated that the successful candidate's salary will be between \$3,932/mo. to \$4,500/mo. Final compensation is commensurate with experience.

Contact: Please email a cover letter, writing sample and resume to Rachel Gonzaga, District Director, at Rachel.Gonzaga@asm.ca.gov.