



June 2014
JOB ANNOUNCEMENT
Field Representative Position

The office of Assemblymember Anthony Rendon is seeking a strategic, proactive, and community-oriented individual for the position of Field Representative. The position will be based in the South Gate district office.

Essential Duties:

- Serve as a liaison for Assemblymember Rendon for cities in the 63rd Assembly District.
- Attend meetings of local government and community groups, speak on behalf of the Assemblymember, and report back with recommendations for action on issues of importance to the district.
- Responsible for tracking district priorities, recommending strategies for achieving those priorities, and executing a district plan.
- Identify, plan, and coordinate events for the Assemblymember including advancing the event site and writing event memorandums, talking points, and preparing background information.
- Maintain an awareness and involvement in district affairs and issues.
- Responsible for assisting constituents with any state-related matter.
- Contribute to a strategic weekly report, with updates on the progress of priority district issues.
- Manage Assemblymember Rendon's district calendar.
- Assist staff on special projects as needed.

Knowledge of/Ability to:

- Familiarity with the nine cities that comprise the 63rd Assembly District.
- Establish and maintain cooperative relationships/verbally communicate effectively with constituent groups, elected officials, government agencies, and business leaders.
- Strong written communication skills; ability to research and draft memorandums, reports, and talking points.
- Experience with constituent services and state government.
- Some event planning experience desirable.
- Work night and/or weekend hours as necessary to attend meetings, staff the Assemblymember, or perform other essential duties.
- Work independently in the absence of supervision.
- Bilingual in Spanish strongly desirable.

Salary:

Salary is commensurate with experience. Full benefits.

To Apply:

Interested applicants should email a cover letter, resume (including salary history), and writing sample by Friday, June 20, 2014 to Raul Alvarez at raul.alvarez@asm.ca.gov. No walk-ins or phone calls accepted.