



CONGRESSMAN XAVIER BECERRA
34TH CONGRESSIONAL DISTRICT, CALIFORNIA

JOB OPENING

Field Deputy - District Office – Los Angeles, CA

Congressman Xavier Becerra is seeking to immediately fill a full-time job opening for a Field Deputy position in his district office.

Position Description

The Field Deputy serves as the congressman's liaison with the community, local organizations and government agencies; staff and/or represent the congressman at events; advise the congressman about local issues; help organize community based meetings and events; implement proactive constituent outreach program; prepare Member for speeches and meetings; draft correspondence.

This position requires work hours beyond the normal 8-hour work day and will include work on weekends and holidays.

Qualifications

- Strong written, communication, analytical, and organization skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners; and superior public speaking skills.
- Minimum two years of experience working directly with the community at large. Knowledge of the Asian Pacific Islander communities a plus.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, Publisher and Power Point.
- Bachelor's degree required.
- Candidate must have a thorough understanding of government agencies and structure (local, county, state and federal).
- Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously and work under pressure. Attention to detail and accuracy is essential.
- Candidate should demonstrate a positive attitude, commitment to excellence, upbeat demeanor and flexibility.
- Candidate should expect weekend, some holidays, and after-hours assignments.
- Salary will depend on the experience of the applicant.
- Bilingual skills a plus.

To apply

All interested individuals should email a cover letter, resume and salary history to:

Resume.California@mail.house.gov. **No phone calls please.**