



Congresswoman Lucille Roybal-Allard

40th District, California

Committee on Appropriations

Subcommittee on Homeland Security

Subcommittee on Labor, Health and Human Services and Education

Democratic Senior Whip

Congressional Hispanic Caucus Healthcare Task Force Chair

<http://roybal-allard.house.gov/>

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JOB ANNOUNCEMENT FIELD DEPUTY COMMERCE, CALIFORNIA

Congresswoman Lucille Roybal-Allard is seeking an energetic and talented individual with a genuine commitment to public service for a field deputy position in her District Office in Commerce.

The field deputy is responsible for representing the congresswoman with constituents, community groups, government agencies, elected officials, and the public at large. The field deputy monitors several issues; plans, organizes and assists colleagues with office events; and serves as a liaison to assigned geographic areas. Other responsibilities include staffing the congresswoman, and preparing briefings and speeches for her scheduled events.

Qualifications: Excellent written and verbal communication skills; professional appearance and attitude; strong computer skills; ability to adapt to changing workloads and priorities; work well under pressure; have the ability to prioritize and meet deadlines; ability to work independently and as a team member; manage multiple tasks simultaneously; demonstrate common sense in solving assigned problems; have good people skills; and be flexible. Attention to detail and accuracy is essential. Knowledge of politics and the political process is helpful. Previous experience working with governmental agencies is a plus. Salary will be commensurate with experience.

This is a professional staff position that will require work hours beyond the normal work day and will include some work on weekends and holidays. Knowledge of health issues and bilingual skills (English and Spanish) are preferred.

All interested individuals should send, email or fax a cover letter, resume and writing samples (English and Spanish) to the attention of:

Ana Figueroa, District Chief of Staff
Office of Congresswoman Lucille Roybal-Allard
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fax: 323.721.8789
ana.figueroa@mail.house.gov
(No phone calls, please.)

Representing the communities of Bell, Bell Gardens, Commerce, Cudahy, Downey, East Los Angeles, Florence-Graham, Huntington Park, Maywood, Paramount, South Los Angeles, Vernon and portions of Bellflower and Walnut Park