



Congresswoman Lucille Roybal-Allard

40th District, California

FIELD DEPUTY JOB ANNOUNCEMENT

March 2018

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 the city of Commerce.

Duties: 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. **This is a professional staff position that will require work hours beyond the normal work day and will include some weekend work and holidays.**

Qualifications: The field deputy must be able to work under pressure, have the ability to prioritize, meet deadlines, and demonstrate flexibility; strong oral and written communication skills; be well-organized and manage multiple tasks simultaneously; demonstrate common sense and have good people skills; attention to detail and accuracy is essential; ability to work independently and as a team member; professional appearance and attitude; previous experience working with governmental agencies and the community is a plus; **bilingual (English/Spanish) skills are required, as well as a valid California Driver License and automobile.** The successful applicant must also demonstrate excellent political instincts and diplomatic skills, and use good judgment in handling sensitive issues.

Salary commensurate with experience. No calls or drop-ins, please.

Interested applicants should submit their cover letter, resume and two writing samples (one English and one Spanish) via email to: CA40Resumes@mail.house.gov

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