



Congresswoman Judy Chu

27th District

JOB OPENING: FIELD REPRESENTATIVE/CASEWORKER

DESCRIPTION: Field Representative/Caseworker monitors and updates the Member on district and local issues. This position acts as a liaison to federal, district, and local agencies for the Member and constituents, and answers casework correspondence and verbal communications with constituents.

Knowledge of the cities of Pasadena, Altadena and the 27th District is a plus, but not required.

ESSENTIAL JOB FUNCTIONS REQUIRED:

- Acts as the representative for the Member within his or her area of responsibility: including answering casework correspondence, meeting with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Member of all happenings in his or her assigned issue areas by screening district media sources and interacting with community stakeholders;
- Manages casework assignments, and acts as a liaison with constituents to ensure that their cases are handled in a responsive manner;
- Handles event planning and logistics for Town Hall meetings and various outreach programs for the Member.
- Performs other duties as assigned

SKILLS AND KNOWLEDGE REQUIRED:

- Works well under pressure;
- Works a flexible schedule, which may include evenings and weekends;
- Strong oral and written communication skills; knowledge of legislative process and of House organization and procedures;
- Knowledge of local, state and federal agencies and departments; and
- Knowledge of office computer applications

Please submit your cover letter and resume to CA27jobs@gmail.com or fax to 626-304-0132. No phone inquiries.