



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

February 2016
JOB ANNOUNCEMENT

Position: Senior Field Representative
Employer: Assemblymember Sebastian Ridley-Thomas, 54th District
Job Type: Full Time
Location: Los Angeles District Office
Salary: Commensurate with experience; includes generous benefits package

The Office of Assemblymember Sebastian Ridley-Thomas is seeking a community-oriented and politically/civically engaged individual for the position of Senior Field Representative.

Assemblymember Ridley-Thomas's district includes the Los Angeles neighborhoods of Century City, Culver City, Westwood, Mar Vista, Palms, Baldwin Hills, Windsor Hills, Ladera Heights, View Park, Crenshaw, Leimert Park, Mid City, and West Los Angeles.

Job Responsibilities:

- Respond to public inquiries and concerns, serve as a liaison for constituents with State agencies.
- Attend meetings of community groups and local government, speak and communicate clearly and concisely on behalf Assemblymember Ridley-Thomas, report back with recommendations for action on significant issues.
- Create and strengthen the Member's relationships and presence in the community.
- Identify, plan, and coordinate neighborhood events, including site selection, outreach, and logistics.
- Staff the Member at meetings and events. Draft talking points, and prepare background information.
- Research and draft memoranda and letters on issues.
- Identify and monitor district issues and seek proactive opportunities for the Member's involvement.
- Report to the District Director.
- Other related work as assigned.

Job Qualifications:

- Excellent verbal and written communication skills.
- Strong public speaking skills
- Organized self-starter, strong problem-solving skills, detail-oriented, ability to think creatively and meet deadlines.
- Ability to work efficiently and effectively both independently and as part of a team.
- Commitment to public and community service.
- Ability to work night and/or weekend hours as necessary to attend meetings and staff Assemblymember.
- Bachelor's degree in public policy, public administration, political science or a related field.
- At least two years of professional work experience.
- Bi-lingual skills a plus.

Applications:

References required. Please do not contact the office by phone. Please fax or email resume, cover letter and a writing sample to:

Attention: Darryl Lucien, Chief of Staff
Office of Assemblymember Sebastian Ridley-Thomas
Re: Senior Field Representative Position

Email: darryl.lucien@asm.ca.gov