



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Addis

**Classification:** Senior Field Representative

**Posted:** December 12, 2022

**Monthly Salary Range:** \$4,807 to \$11,452

**Duties Include:** The Senior Field Representative will perform a variety of duties including responding to a variety of constituent inquiries and problems, serving as a liaison for constituents with state agencies. The Senior Field Representative will represent the Assemblymember at local government, community, and private interest group meetings, producing reports describing key issues discussed and making recommendations for action on significant issues. The Senior Field Representative will enhance the Assemblymember's relationships and presence in the community, oftentimes making presentations at events on behalf of the Assemblymember. The Senior Field Representative will help identify and plan and coordinate community events, and can handle logistics for such events such as site selection and outreach. The Senior Field Representative will staff the Assemblymember in the Monterey/Santa Cruz portion of the district, preparing background information and drafting talking points for the Assemblymember for district events. The Senior Field Representative will generally maintain an awareness of and involvement in district affairs and issues, and report important issues to the District Coordinator, Chief of Staff and to the Assemblymember as appropriate. This position reports to the District Coordinator.

**Skills/Knowledge Desired:** Please have knowledge of district and state issues; have established and cooperative relationships in the Monterey/Santa Cruz area with local governments, private interest groups, community-based organizations and other general public; have outstanding written and oral communication skills; have the ability to work efficiently and effectively both independently and as part of a team; have the ability to work night and weekend hours as needed to attend government meetings

and community events; have reliable transportation; have an appreciation for public service. Bilingual English/Spanish candidates strongly encouraged.

**Contact:** Please submit a cover letter, resume and writing sample to Andrea Chmelik ([andrea.chmelik@asm.ca.gov](mailto:andrea.chmelik@asm.ca.gov)) with ADDIS SNR FIELD REPRESENTATIVE APPLICATION in the subject line.

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