



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Zbur

**Classification:** Field Representative/Senior Field Representative

**Posted:** 03/11/2024

Assemblymember Rick Chavez Zbur is seeking to fill a new full-time job opening for a Field Representative based in his Hollywood District Office.

Under the direct supervision of the District Director, the Field Representative will act as a liaison between the Assemblymember and constituents, district organizations, local governments, and state agencies. This includes, but is not limited to, monitoring any pertinent district or local issues and keeping the Assemblymember, Chief of Staff, and District Director informed.

Other key responsibilities include, but are not limited to: constituent casework; event planning; maintaining professional relationships with constituents, elected and appointed officials, businesses, and community organizations on behalf of the Assemblymember; staffing the Assemblymember at community events; making presentations at events on behalf of the Assemblymember; preparing background information regarding events or topics; drafting talking points for the Assemblymember; and other duties as assigned.

Qualified candidates should be proactive self-starters who possess strong communication skills and the ability to work independently but also to thrive in a fast-paced and collaborative team environment. The ideal candidate for this position will have a passion for helping others and making a positive difference in the community.

Must have a valid driver's license and access to an automobile. Previous experience in government, policy, advocacy, or nonprofit work is desired, but not required.

The salary range for Field Representative is \$3,932 - \$10,011 monthly. The successful candidate's salary for this position is anticipated to be established between \$4,167 - \$7,083 monthly, plus benefits, with the potential for a more experienced candidate to be considered in the salary range for Senior Field Representative between \$5,095 - \$12,139 monthly, plus benefits. Final compensation is commensurate with experience. Significant experience is required to reach the higher end of the range.

**Contact:** Please submit a single PDF document containing your cover letter, resume, three professional references, and a writing sample that showcases your communication skills and experience relevant to the role to [Robert.Oliver@asm.ca.gov](mailto:Robert.Oliver@asm.ca.gov) with "Field Representative Position" in the subject line. Phone calls or walk-ins will not be accepted.